



Euxton Parish Church

Job title:	Church Community Centre (CCC) Caretaker
Employed by:	Parochial Church Council, Euxton Parish Church
Responsible to:	Church Community Centre (CCC) Co-ordinator
Work Location:	Church Community Centre
Hours of Work:	6 hours per week
Salary:	£3809 per annum (£12.21/hr)

OVERALL, PURPOSE OF THE POST

To support the continued upkeep of the Church Community Centre, thus ensuring it complies with all required legislation and policies. Be a point of contact for hirers / tradespeople of the CCC.

MAIN DUTIES

- Meet potential hirers/tradespeople to show them around the Centre/gain access.
- Report and coordinate prompt repairs to the centre building and equipment as necessary (either by yourself, through volunteers or tradespeople).
- Ensure that routine servicing and testing is completed, as required (e.g. PAT testing and fire safety / extinguishers)
- Ensure that the heating is set for the hall and other areas in accordance with bookings (Hive System is used).
- Ensure that the bins are put out for collection and then brought back into the centre grounds.
- Ensure that the paths are gritted during icy weather.
- Clean CCC windows.
- Maintain the CCC grounds.
- Check that all tables/chairs are safely stacked away.
- Change the key safe access codes (monthly)
- Respond to emergency call out for issues & problems and hold the mobile phone in the absence of the centre co-ordinator and deal with any queries / incidents arising.
- Adhere to Health & Safety and safer working practices.
- Ensure the centre is safe and secure (Participate in regular invacuation and evacuation procedures)

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your role within the organisation.

PERSON SPECIFICATION

- It is desirable that the post holder is a Christian. If not, then they must be in sympathy with the vision of the parish and centre.
- Have a positive attitude towards people and a commitment to equal opportunities and anti-discriminatory working.
- Be professional in appearance.

- Be able to communicate with the public and tradespersons etc.
- Have practical skills e.g. being able to change lightbulbs, undertake minor repairs, understand the hive heating system.
- Ability to manage time effectively, use initiative in prioritizing tasks and be a self-starter/achieve deadline.
- Willingness to accept responsibility and be flexible when required.
- Be enthusiastic, honest and reliable.

The appointment is subject to the post holder successfully obtaining a basic DBS Check. This job description does not form part of your Contract of Employment

FURTHER INFORMATION

Background information

Euxton Parish Church Community Centre provides a key facility to the local community of Euxton and the surrounding area. The centre is owned by Euxton Parish Church. After substantial investment, through grant funding and regular fundraising, the centre continues to grow a large number of regular users and one-off bookings.

Facilities

The centre comprises one large hall that holds up to approximately 100 people with an adjoining medium hall that can accommodate approximately 45 people (currently used as a pre-school), one snug and one meeting room both with sink facilities for 15/20 people. There is a self-contained annexe with toilets and kitchen-style sink. The annexe can accommodate around 45 people. In addition, there is a fitted kitchen area adjoining the main hall and appropriate toilet facilities are available. The centre operates 7 days a week.

Hours

This role is for 6 hours per week. There is likely to be some evening and weekend work required as there is an on-call nature to this role. We require a caretaker who can be flexible according to the needs of the centre and its users.

Place of work

Church Community Centre.

Probationary Period

This role is subject to a 6-month probationary period.

Diversity & Safeguarding

Euxton Parish Church PCC believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds.

Euxton Parish Church PCC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.