

Job Description



Job Title: Church Caretaker

Reports to: Church Manager

Job Purpose

To perform and co-ordinate practical tasks to support the ministry of Slough Baptist Church. To be a point of contact for all Slough Baptist Church building operational matters.

Working Hours

26 hours per week, including Sunday, Monday, Tuesday and Friday mornings.

Key Accountabilities

1. To perform and co-ordinate practical tasks to support the ministry of Slough Baptist Church
 - Ensure that the Church building is clean and available for meetings, including Church services;
 - Ensure appropriate facilities and utilities such as heating, lighting and ventilation are in place for the meetings and dealt with as appropriate at the end of each meeting;
 - Ensure that any regular meeting specific items are provided for;
 - Ensure that the Worship and Children's areas are fit for purpose on a Sunday:- this may include baptism specific items.
2. To co-ordinate maintenance of the Slough Baptist Church building and grounds:
 - Take action to protect the health and safety of employees, volunteers and church users;
 - Report unresolved Health and Safety issues to the Church Manager;
 - Ensure that the entire premises are clean inside and outside;
 - Co-ordinate with employees, volunteers and contractors working in the building;
 - Adjust clocks at the two Daylight Saving points in the year;
 - Ensure that Church catering and cleaning supplies are replenished and made available for use.
3. To be a point of contact for Slough Baptist Church building operational matters
 - To be a key holder and one of the points of contact for call outs relating to the buildings;
 - To receive deliveries for the Church office when the Church office is unoccupied;
 - To ensure that the bins have been emptied;
 - To liaise with the Slough Borough Council and Emergency Services as appropriate.
4. To be a flexible team member who adapts to the seasonal ministries of the Church:
 - Show flexibility to support special events, such as Schools' Week, Holiday Club, Church Away Day, weddings and funerals;
 - Willing to attend training to develop new skills.

Person Specification

	Essential	Desirable
Personal attributes	<ul style="list-style-type: none"> • Respect confidentiality of staff, volunteers, members and others using the building • Proactive in supporting health and safety initiatives • Ability to make decisions and take initiative • Able to work well flexibly as part of a team as well as independently • Be in sympathy with the values and mission of Slough Baptist Church • Ability to interact well with people of all circumstances extending a welcome and building a sense of community and connection with the church • Be prepared to work Sunday mornings as part of usual contracted weekly hours 	<ul style="list-style-type: none"> • Knowledge of the life and worship of Slough Baptist Church and of its regular activities.
Skill and competencies	<ul style="list-style-type: none"> • Good verbal communication skills in English • Ability to clean to a high standard and demonstrate accountability through checklists • Be experienced in the use of general cleaning equipment • Must be able to safely lift and carry items and use stairs • Undertake a successful enhanced DBS check 	<ul style="list-style-type: none"> • Good written communication skills in English • Prior experience as a caretaker or cleaner • Previous experience in opening, closing and building security