



## **Job Description**

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**Job Title: Caretaker**

**Reports to: Trustee / Elder**

**Based at:** Community Church Chadwell St Mary, plus other sites.

### **Job purpose:**

To contribute to the smooth running of the Church by carrying out a range of caretaking duties including maintenance, security and supervision of our facilities.

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### **Key responsibilities and accountabilities:**

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- To set up and pack away as required for Church events and meetings
- To act as principle key holder, to carry out security procedures for the buildings and grounds. Responding to calls outside normal working hours as a result of break ins etc and/or the setting off of the Burglar and Fire Alarms.
- Carrying out first line repairs and maintenance.
- Ensuring that all areas on the Church grounds are free from litter, weeds and that all drains and gullies are free flowing and clean.
- Project Managing all large repairs and new builds on the Church Properties.
- To liaise with Church Growth Trust and meet their property requirements and compliance.
- Ensure that regular Fire Alarm tests (Smoke Detector Tests) are carried out monthly.
- Ensure that all Fire Fighting Equipment is tested once a year.
- Ensure that all Risk Assessments are implemented and are up to date.

### **General**

- At all times carry out the duties in accordance with Church polices and Health and Safety Procedures.
- Such other duties relating to use of the Church Premises may be necessary from time to time in accordance with established church practice or within reasonable requirements of the Church Trustees, Elders, and Leadership Teams.

Community Church is committed to safeguarding and promoting the welfare of children, young people and the vulnerable people and expect all staff and volunteers to share this commitment.

### **Contract Details**

Hours: 16 hours per week

Location: Primarily based at our Chadwell St. Mary site with some work undertaken at various locations

Salary: £8,448 (£19,800 FTE)

Contract Type: Permanent

Start Date: Negotiable, but as soon as possible

### **Person Specification**

#### Essential

- Experience in general maintenance of buildings and properties
- Ability to work on own initiative
- Ability to manage projects

#### Desirable

- A committed Christian who is part of our Chadwell St. Mary congregation, or willing to join.
- Own transport and willingness to use own vehicle
- Understanding of health and safety and compliance requirements relating to public buildings

The successful candidate will be required to undergo a DBS check, attend safeguarding training and to provide two satisfactory references. They may also be requested to undergo training in First Aid, Food Safety and/or Health & Safety.

### **To apply:**

Please submit your CV, together with a covering letter by midnight **Wednesday 27<sup>th</sup> October 2021**. Applications should be submitted by post or email using the contact details below.

Email: [sharon.bartels@mycommunitychurch.org.uk](mailto:sharon.bartels@mycommunitychurch.org.uk)

Post: Mrs S Bartels, Community Church, First Floor, Unit 2, Lakeside Business Village, Fleming Road, Chafford Hundred, RM16 6EW

In line with Community Church's recruitment procedure, each candidate's application will be anonymised before being scored against each of the job specification criteria. For this reason, please outline how you meet each of the criteria as part of your application, not relying on any prior knowledge the panel may or may not have of you.

Highest scoring candidates will be invited to interview.

**Date: 13<sup>th</sup> October 2021**

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