

Fulwood Methodist Church

Job Title: Part-time Cleaner/Caretaker

Responsible to: The Cleaner/Caretaker will be employed by the Church Council of Fulwood Methodist Church. S/he will be accountable to the Church Property Group and, ultimately and through that group, to the Church Council. Day-to-day supervision and management will be provided by a designated member of the Property Group, referred to below as the line manager.

Location: Fulwood Methodist Church Crossroads Centre
Watling Street Road, Fulwood, Preston, PR2 8EA

Purpose & Objectives: To carry out cleaning and caretaking duties within the Church in order to maintain the premises and its facilities in a tidy and serviceable condition for the satisfactory functioning of all activities which take place in the building.

Main Responsibilities:

- To regularly clean and tidy the toilets, kitchen, entrances and Willow Grove, as detailed within the cleaning schedule.
- To clean and tidy any other rooms following their use by any group.
- To set up rooms as required for the activities for which they are to be used.
- To programme the timing clocks for the heating system to ensure that the building is adequately heated at the appropriate times ready for meetings.
- To report property defects and requirements for repairs to the Property Stewards.
- To assist, as required, with the maintenance of the areas surrounding the premises.
- To ensure that refuse and recycling bins are emptied regularly.
- At all times, to embody the values of the Church and seek to further the overall vision of the Church Council, acting as a team player, embracing the contributions of employees and volunteers and welcoming all who approach the church.
- To undertake such other duties and responsibilities identified by your line manager that are within your capabilities and level of responsibility, in order to meet the needs of the Church.

Additional Responsibilities:

- To set out the chairs at Fulwood United Reformed Church on a Friday morning ready for Sunday Worship and to clear and stack them on a Monday morning.

Terms and Conditions

- Normal working pattern: 16/17 hours per week, consisting of 13/14 hours at Fulwood Methodist Church Crossroads Centre, to be worked flexibly before 10.00 a.m. Monday to Saturday.

3 hours at Fulwood United Reformed Church (situated at Symonds Rd, Fulwood, Preston PR2 3DH), to be spread between Monday and Friday mornings.

- The Salary will be £8.50 per hour
- 28 days annual leave entitlement, inclusive of public holidays (95.2 hours pro-rata).
- The appointment will be subject to satisfactory references.
- The appointment will be subject to the satisfactory completion of a three-month probationary period.

Management

The Cleaner/Caretaker will have a line manager whose responsibilities will be to:

- Become familiar with the work of the Cleaner/Caretaker.
- Determine priorities for the work.
- Ensure good communications between all the individuals and groups involved in the Cleaner/Caretaker's work.
- Monitor and evaluate progress with the Cleaner/Caretaker on a regular basis (supervision meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a 'sounding board' to the Cleaner/Caretaker.
- Report on the work of the Cleaner/Caretaker to the Church Property Group.