

St John the Baptist Church, Burford Warwick Hall Cleaner/Caretaker Job Profile

St John the Baptist, Burford is a thriving, busy and dynamic evangelical Anglican Bible-teaching church. We have a staff team and a large number of volunteers involved in a wide range of ministries. The church receives around 100,000 visitors each year.

The Warwick Hall is central to the mission of Burford Church. It is a multiple award winning facility comprising two halls, three meeting rooms and community Café which are well used seven days a week. It hosts many activities on behalf of the church itself and on behalf of the local community whether for individuals or for organisations. The person(s) appointed will work as one of a team of people responsible for the care of the church and Warwick Hall. He or she will be a key link in ensuring that the facility is presented in a first class condition for the many users, visitors and activities that take place throughout the week.

Aim of Role

To uphold the Vision of the Church - *to delight in God's love and to share it with others* – by enabling all visitors to have a great experience of using or visiting the Warwick Hall and ensuring that all aspects of the running of the Warwick Hall facilities are done to the highest possible standard.

Main areas of Responsibility

The Cleaner/Caretaker is responsible to the Operations Team Leader for the cleaning, care, upkeep and preparedness of the Warwick Hall - to ensure that the Warwick Hall is always ready for Users, Hirers and Visitors. To work in collaboration with other members of staff, both paid and voluntary, but especially closely with the Operations Team Leader, Warwick Hall Facilities Manager, Church Secretary, Ministry Assistant and the Café Proprietors and staff.

Key responsibilities:

To take pride in the appearance and maintenance of the Warwick Hall so that all users and visitors are highly impressed with a clean, presentable and functioning facility. This will be achieved by:

1. Ensuring the tidiness and cleanliness of all areas of the Hall, inside and out.

2. Carrying out a thorough cleaning each morning.
3. Maintaining the building, paths and garden in a smart and serviceable condition.
4. Assisting the Facilities Manager in ensuring all furniture and equipment is ready before the arrival of the User and is exactly as required by them
5. Carrying out simple repairs in the Hall and garden when appropriate.
6. Removing rubbish to the council's waste bins

To ensure all visitors have an excellent experience. This will be achieved by:

1. Welcoming and engaging with Users and other visitors to ensure they have all they need and expect.
2. Under the direction of the Facilities Manager, operating sound, lighting and audio/visual systems, as appropriate.
3. Having eyes open all the time to keep the building presentable and a clean and efficient working environment.
4. Ensuring that Users have all the supplies they require and do not run out.

Ensuring that the operations of the Warwick Hall are efficient and effective. This will be achieved by:

1. Receiving and checking supplies and equipment as appropriate.
2. Complying with all applicable church policies including (but not limited to) Health and Safety and Working At Height.
3. Be a designated First Aider when on duty ensuring own training is up to date and first aid box is kept stocked to required standards, and other relevant legislation complied with (e.g. in relation to storage and use of hazardous substances and reporting of accidents).
4. As a key holder, ensuring that the opening and locking rota is fulfilled in conjunction with the Facilities Manager.

Person Specification

Essential:

- a. Excellent attitude and ability regarding cleaning, setting up rooms, and ensuring everything is perfect for Hall Users.
- b. The ability to engage with other members of the Church family and members of the public in a way which honours Christ.
- c. Good organisational and time management skills.
- d. The ability to work as part of a team and under own initiative.
- e. Attention to detail

Desirable:

1. Experience of building maintenance or willingness to learn.
2. Experience of maintaining and operating systems, eg, heating, lighting, sound etc.
3. The willingness to be trained to use and teach users to manage the AV and kitchen equipment.

HOURS:

It is envisaged that the Cleaner/Caretaker will work on average 30 hours per week. This is likely to split over five or six days. The rota and division of responsibilities between the Cleaner/Caretaker and the Facilities Manager is negotiable and to be discussed.

The cleaning of the building would usually take two to three hours per day, six days per week and some of it would need to be carried out before 8.30am.

The balance of the hours will be mutually agreed according to the requirements of the Users that week and in discussion with the Operations Team Leader and the Facilities Manager.

WAGES:

The rate of pay for the position is £9.00 per hour. Overtime may on occasion be available at the standard rate. Bank Holidays are paid at double time.

HOLIDAYS:

You will be entitled to 25 days per annum plus Bank Holidays. However, it is very likely that there will be a reasonable proportion of weekend, holiday and Bank Holiday working.

PLACE OF WORK:

Warwick Hall, St John the Baptist Church, Church Green, Burford.