

CARETAKER JOB DESCRIPTION

- To open and close the church and churchyard gates at the beginning and end of each period of work
- To ensure that the churchyard, including the steps, is clean and tidy at the beginning of each day
- To ensure that the alarm is set and the church is secure at the end of each period of work
- To keep the church tidy and clean at all times, including the displays of leaflets and other documents, the reflective area, and the proposed children's area
- To be welcoming to visitors and to be sensitive to the various reasons for which people come to St Peter's
- To be supportive to any vulnerable people who come to the church, and to know how to refer them to other agencies if necessary
- To ensure that the church toilets are clean at the beginning and end of each period of work, and to monitor this during each day
- To keep the kitchen clean and tidy
- To monitor the votive candle stand and ensure that there are always new candles available for those who wish to light them
- To clean the Coffee Room toilets after it has closed to customers on Saturdays
- To provide support to the organisers of any events which take place during the period of work, such as concerts or weddings

PERSON SPECIFICATION

- The need to recruit someone who is absolutely trustworthy.
- The successful candidate should be flexible to work during staff holiday periods and to provide cover during periods of staff illness.
- You will have good practical skills with the ability to problem solve.

Hours of work: 10 hours per week (based at St Peter's Church but with some hours at All Saints' Church)

Annual salary: £6,552

Line Manager: The Head Verger

Contract type: Fixed term for one year, with the potential for a permanent contract.

This position will be subject to a DBS check and the provision of references
The successful candidate will be required to undertake Basic Safeguarding Training.

For more information about the church and its activities, please visit:

www.nottinghamchurches.org