



Diocese of Westminster

<u>Job profile</u>	Caretaker – Cathedral Hall and Hinsley Room
<u>Location:</u>	Westminster Cathedral
<u>Reporting to:</u>	Westminster Cathedral Manager
<u>Job Reference:</u>	121-1001

Job Purpose:

To set up the Cathedral Hall for commercial and other hiring purposes.

To monitor and advise the maintenance team on day to day operational requirements in the Hinsley Room

Principal duties and responsibilities

1.Cleaning

- Ensure that the Hall, kitchen and lavatories are clean and tidy before the booking starts.
- Prepare cleaning schedule for contractors 4 weeks in advance;
 - Detail specific additional instructions
 - Check and reorder stock from maintenance department
 - Clear Gallery monthly to enable cleaning
 - Dialogue and feedback with contract manager
 - Occasional cleaning if cleaners unavailable or 2 events per day – lavatories and kitchen to be cleaned

2.Audio/visual

- Ensure all equipment in working order and reorder replacements via maintenance department
- Arrange all equipment prior to event

3.Event Management

3.1 Regular

- Set up and clear up after 4 Regular customers

3.2. New Customer

3.2.1 Pre-event

- Liaise with the customer well in advance of the event and notify Cathedral Manager of any issues or queries
- Obtain detailed timeline of event and ensure compliance with Hall terms and conditions
- Provide list of external approved caterers and a/v contractors
- Inform users of maximum capacity

3.2.2. Day of the event

- Meet with customers and set up tables and chairs in Hall the or have it set up the night before
- Arrange audio equipment if required
- Explain Health and Safety, first aid provision, fire alarm procedures.

- Ensure organiser has Caretaker, Cathedral Manager and Security mobile number and also obtain on site organiser mobile number
- Ensure hirers don't overrun booking times.
- Check fire doors to ensure that they are blocked and have been properly closed.
- If a parish or cathedral event, then liaise with organisers on table and chair layout etc.

3.2.3. End of event

- Oversee clear up- bags and rubbish disposed of, ensure caterers leave kitchen in clean state
- Furniture and fittings returned to where they belong
- All appliances and lights turned off
- Thorough search of building and secure premises

4.0 Health and safety

- Implement health and safety recommendations where necessary.
- Ensure that users are aware of health and safety requirements.
- Report accidents and safety requirements and use the accident book.
- Securing hall when after bookings are over.
- Update Cathedral Manager on damage, accidents, and other incidents where appropriate.
- Report security breaches and liaise with emergency services where appropriate.

5.0 Maintenance

- Liaise with Maintenance team on all repairs, issues, ordering materials

6.0 Adhoc

- Available for emergency call out as required

Person specification: Caretaker – Cathedral Hall and Hinsley Room

Contract type: Fixed contract 9 months

Salary: £ 11.08 per hour

Hours of work: 20 hours per week (during the week, including evenings and weekends) This will be agreed with the Cathedral Manager 2 months in advance - dependent on the nature and frequency of bookings

Experience and knowledge required

1. 2 years previous maintenance/caretaking experience
2. An understanding of the social and moral teaching of the Catholic Church
3. Knowledge of general Health and Safety Regulations.
4. Knowledge of Building Safety Regulations.
5. Basic IT skills (contacting contractors and ordering supplies).

N. B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required

Competences required:

1. Ability to work within a small close knit team in support of the Cathedral Manager
2. Ability to work alone using initiative
3. Ability to work with complete discretion and confidentiality
4. Calm and measured approach to work

5. Knowledge of health & safety legislation and application
6. Ability to project a friendly, professional manner befitting an ambassador of the Cathedral brand
7. Ability to get to the Hall quickly within a reasonable commute
8. Physically able to frequently lift and set down chairs and tables and stack away after event