



Job Profile	Caretaker
Department / Parish / Agency	Edmonton Parish
Reporting to	Parish Priest and the Hall Committee
Cost Centre	TBC
Location / Address	The Precious Blood with St Edmund, 115 Hertford Road, Edmonton. N9 7EN
Management of	n/a
Contract type	Permanent
Hours	20 hours a week 'out of hours' Friday, Saturday and Sunday with some hours during the week
Salary	£10.85 per hour
Job Reference	253-EDMON

Job Purpose:

To carry out, subject to the general and specific direction and supervision of the Hall Manager/Hall Committee, and to some extent, on his/her own initiative, the cleaning and caretaking duties to maintain the cleanliness and condition of Hall and its carpark and seating areas as a safe and clean environment for users of the Premises.

Occasionally, you may be called on to service other parts of the church premises.

Principle duties and responsibilities

General Maintenance

- Keeping the Car Park and behind the hall clear of all weeds and rubbish and ensuring rubbish is confined to bin area and bins are prepared for commercial waste collection.
- Inspecting the building, including heating, cooling, lighting and alarm systems and furniture to make sure they are in good working order. Where repairs and statutory checks (gas, electricity, fire extinguishers, health, and safety) are required, notifying the Hall Manager in good time to ensure checks are carried out by third party and necessary licenses are obtained.
- Performing repairs and maintenance tasks as required
- Informing the Hall Manager to book contractors for major repairs. Supervision of said contractors to get the work completed to specification.
- To maintain stock control of cleaning materials, paper towels, toilet paper and other consumables. Monitoring tools and furniture and informing the Hall Committee for items for reordering as required.
- Adhering to safety policies to create a safe environment for all Hall users through application of practical notices, warning signs and posters to inform the process.

Event Hire

- Open and close the building for events booked by the Hall Manager.
- To set up and prepare the halls and rooms with the necessary tables, chairs and configurations as required by hirers of the Premises.
- Cleaning the Hall, include all facilities, to a high standard after each hire and parish event. To include mechanical floor cleaning, thorough clean of toilets and kitchen, including cooker and fridges if used.

Security

- Opening and closing, unlocking, and locking of car park gates, the building, and each room.
- Open and close the building for evening and weekend use at times arranged by the Hall Manager.
- Checking and securing the premises subsequent to out of hours intruder alarm activation.
- Be the first point of contact in an emergency, responding to, and resetting of, the building alarm, liaising with the police and alarm out of hours as needed.
- Overall security of the premises including the locking of all windows and doors.
- You may be occasionally called out at unsociable hours or at weekends to deal with security issues, make emergency repairs or allow access to any contractor who may be working on the site.

Gardening (as required)

- Possibly up to 5 hours a week undertaking general gardening duties including mowing, weeding, and planting depending on season. The garden includes seasonal and mature bushes and plants and also has food grown for the parish house kitchen.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
A hard-working, honest, dependable, self-motivated person to act as Caretaker and Handyman.	E
Willing to uphold the Christian ethos and support the aims and values of St Edmunds Catholic Church	E
Experience	
Experience in a similar role	D

Successful applicants will be expected to complete a DBS check.

The post holder will work with the Hall Manager but report to a member of the Hall Committee as their Line Manager.