



**Clergy House  
16 Abingdon Road,  
London, W8 6AF**

**Telephone: 020 7937 4778**

**Email: [kensington1@rcdow.org.uk](mailto:kensington1@rcdow.org.uk)**

## **Caretaker and Facilities Maintenance**

### **Parish Centre**

#### **Servicing**

The Parish Centre consists of the main hall, 4 meeting rooms and a fully functioning kitchen.

There are ladies, men's and 2 disabled toilet facilities. The expectation is that:

- The main hall should be serviced.
- All toilets serviced.
- The entrance lobby and the corridors serviced.
- Kitchen: general clean should be carried out, with deep clean of appliances and inside of cupboards carried out on rotation at least once every six weeks.
- Replenish toilet rolls, soap, hand-sanitiser as necessary
- Lay out chairs and tables for some events and return to storage areas after (e.g. First Holy Communion).
- Polish main hall floors, quarterly.

The Parish Centre is to be serviced every Monday morning and Thursday morning.

#### **Caretaking and Maintenance**

This is an interesting and varied role which will appeal to someone who enjoys working with the public, is flexible and has excellent organisational skills. Roles include: keeping external areas of the premises tidy and clear of any obstructions or hazards, as well as overseeing any external contractors who are required on-site and coordinate site visits by event holders.

Additionally, you will liaise with the Parish Priest and parish office team to notify them of malfunctions in equipment or any building defects the need attention. You will also be responsible for carrying out the necessary Health and Safety checks, ensuring that all records are maintained in line with both government and diocesan guidelines

#### **Facilities caretaking**

OLOV is a vibrant parish and we normally hold events/meetings which would need you to be in attendance. These are usually in the evenings.

**Job Purpose:**

To undertake cleaning and general maintenance of the parish hall, crypt hall, and church lavatory, as required.

**Principle duties and responsibilities**

1. To ensure that the parish hall, crypt hall and lavatories are clean and tidy.
2. To be responsible for general maintenance and cleaning duties within the parish hall and crypt hall, including:
  - i. all communal areas inside the parish hall and crypt hall.
  - ii. maintenance of all safety equipment (e.g. fire alarm system, fire-fighting equipment, escape routes)
  - iii. maintenance of kitchen equipment
  - iv. all lavatories including replenishing with toilet paper and soap
  - v. the cleaning of all floors and surfaces
  - vi. the cleaning of doors and interior low-level windows as required
  - vii. moving rubbish bins to/and from rubbish collection point
  - viii. any other ad hoc cleaning duties as required
  - ix. occasional cleaning and maintenance in other areas of the parish estate, as and when requested/required
3. To notify the parish priest of malfunctions in equipment or any building defects needing attention

*£13.85 per hour // £14,404 per annum*