



The Brentwood Diocesan Trust- Registered Charity No. 234092

St. Peter's Roman Catholic Church

St Peter's Presbytery, Goresbrook Road, Dagenham, Essex RM9 6UR

Tel: 0208 595 1227, e-mail: dagenhamstp@dioceseofbrentwood.org, website: www.rc.net/brentwood/stpeter/

JOB DESCRIPTION – CARETAKER/CLEANER

Responsible to Parish Priest

PURPOSE OF JOB

To manage effectively the routine cleaning of the buildings (Halls) and grounds of our Parish, along with some maintenance, and health and safety oversight.

ESSENTIAL REQUIREMENTS: MUST HAVE -

- Proof of right to work in the UK
- A UK bank account in your own name
- Good communication skills – written and spoken
- Ability to get to the parish quickly in case of emergency
- An up to date Disclosure and Barring Service (DBS) will be required prior to commencing employment.

PERSON SPECIFICATION

ESSENTIAL SKILLS AND KNOWLEDGE

- Previous Caretaking/site-keeping experience in a Church or similar environment would be desirable
- Handyperson experience preferred
- Flexibility and sensitivity to relate to all hall users is essential.
- Willingness to undertake induction training
- Good literacy skills in English
- Knowledge and experience of Health & Safety procedures and precautions
- Knowledge of efficient cleaning methods and materials.
- Awareness of health and hygiene procedures
- Knowledge of COSHH regulations

ESSENTIAL ATTRIBUTES

- Hard-working, honest, dependable, and self-motivated
- Absolute integrity and discretion.
- Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood, and priests and laity of the Diocese.

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

The Caretaker is required to undertake the following duties as directed by the Parish Priest, using the prescribed methods and frequencies in line with the requirements of the specification.

Overall premises management

- Maintain the premises in a safe and healthy condition.
- Report any anomalies to Parish Priest.
- Maintain an accurate log sheet of hours worked and jobs undertaken.

Security

1. Be responsible to the Parish Priest for ensuring site is safe and secure.
2. Assist with control of visitors, including contractors and lettings.
3. Open and close the premises when necessary for staff, contractors and lettings, ensuring afterwards that premises are safely secured
4. Ensure premises are always in a safe condition to be used.
5. Minimise hazards.
6. Patrol during lettings.
7. Check location of fire equipment and test periodically.
8. Take action to prevent or respond to trespassers, and inform authorities in accordance with Local Authority / Police procedures.
9. Ensure clear passage is maintained on all fire exit routes
10. Familiarise yourself with escape routes and evacuation procedure: ensure all hirers are aware.

General duties

1. Be responsible for routine maintenance and upkeep of the premises, ensuring halls are clean and tidy for letting, prioritising the daily workload.
2. Clean corridors, toilets and toilet area daily. Replenish toiletries. Ensure flush is working.
3. Clean and mop all hall floors at least once a week.
4. Dust, damp wipe, work surfaces, ledges, window sills- cleaning of windows internal and external, at ground level only.
5. Empty internal communal rubbish bins daily using appropriate recycling initiatives. Clean and disinfect bins.
6. Ensure internal and external rubbish is disposed of appropriately and kept away from the main building.
7. Routinely clean and check lighting- wipe strip lights. Height limit is advised at eleven feet.
8. Order all cleaning materials as agreed with Parish Priest.
9. Carry out minor repair work, including doors, windows, toilet seats and flushes, furniture, painting/touch up.
10. External – keep surrounding areas clear of litter: sweep paths, carry out appropriate duties e.g. cut grass and hedge, weed and maintain outside grounds.

General Maintenance

- Carry out periodic checks of buildings:
 - Loose tiles
 - External lights
 - Security lights
 - Fire alarm
- Check drains – make sure
 - Drains are clear
 - Outside rainwater drains are kept free of general debris
- Make safe and report any possible or potential hazards to Parish Priest.

Heating, lighting and water

- Monitor and set heating controls and boilers.
- Be aware of location of all stopcock, gas and electricity meters and fuse board.
- Ensure that the boiler house is clean and tidy, and no flammable material stored there.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Parish Priest within the competence ability of the post holder.

The location of cleaning / maintenance areas may need to be changed to meet the needs of the establishment.

St. Peter's RC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.