



CARETAKER

Overview

Maintaining upkeep of the physical condition of the building at 19 Liverpool Street, Salford, both the interior and the exterior. Configuration of each room, to meet church standards as agreed by church leadership team and all relevant health and safety regulatory bodies. At all times working to uphold the Victory Outreach ethos and support the aims and values of Victory Outreach Church.

Duties and Responsibilities

Security

- Opening and closing of Church facilities at times arranged. Overall security of the church premises including the locking of all windows, doors and gates.
- Upkeep and operation of all security systems.
- Responding to any alarms, liaising with the police and alarm company
- Be the first point of contact in an emergency callout situation
- Be available for out of hours duties, working on the site on Bank holiday or weekends.

Cleaning

- To clean designated areas of the church to the highest possible standards
- Sweeping, mopping and floor surfaces, vacuuming carpeted areas
- Cleaning of external windows at ground level as necessary
- Putting out bins in preparation for pick-up, ensuring that external rubbish is stored appropriately
- Maintaining the appearance of the grounds and all entrances.
- Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyman.
- Routinely clean lamp shades and light diffusers (strip lights). The height limit is eleven feet
- Ensure that clear passage is maintained on fire escape routes

- Test fire alarms weekly. Maintain paperwork on weekly checks.
- Report any defects of building, furniture, fittings and equipment to the Office Manager
- Regular check of roofs for pooling, debris, plant growth etc.
- Make safe any hazards and ensure that the area is cordoned off
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, church members, staff and visitors.
- Submit budgets to the Finance department in line with expectations
- Meet regularly with the LineManager re: Health and Safety issues and Building Maintenance
- Monitor the work of contractors working on site
- The switching off of all lights and appropriate electric plug sockets
- Ensure that all lights and heating are working effectively
- Read Gas, Electric and Water metres as required
- Monitoring and setting of heating controls and boilers
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Ensure that the boiler house is tidy and that no flammable material is stored there

Hours of Work

The working week will be up to 16 hours

Rate of Pay

£9.50 per hour

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This Church is committed to safeguarding and protecting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. A satisfactory Criminal Record Bureau check will need to be returned prior to commencement of employment.