

Parish Centre & St. Luke's Caretaker

Job Description

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| Job Title | Caretaker of Bowdon Parish Centre and St. Luke's |
| Hours of work | 10 Hours per week |
| Reporting To: | Chairman of the Fabric Committee |
| Place of Work | Bowdon Parish Centre, Stamford Road, Bowdon WA14 2TR |
| Job Profile | To provide caretaking services at Bowdon Parish Centre and at St. Luke's Church on Vicarage Lane in Bowdon. |

Main Duties

- To be responsible for ensuring that the Parish Centre and St. Luke's Church are well maintained and secure and to undertake general light maintenance and repair work throughout these buildings.
- To report to the Chairman of the Fabric Committee (or as otherwise directed) in a timely fashion on larger repair and maintenance issues which require specialist services from an outside supplier, and to liaise with such outside suppliers employed to undertake any such repair and maintenance as agreed with the Chairman of the Fabric Committee.
- To liaise with the Parish Centre Lettings Administrator concerning any special events requirements and anything else affecting the use of the two buildings.
- To order consumables and restock the Parish Centre and St. Luke's as required and cost effectively.
- To store and maintain all cleaning equipment and tools in a safe and clean manner.
- To manage the cleaning staff at the Parish centre and St. Luke's.
- Carry out regular Fire Alarm tests and record the results in the Fire Log book.
- Carry out weekly check of emergency lighting and record
- Check operation of all Fire doors and that all Fire extinguishers are correctly sited and available for use.
- Arrange and co-ordinate maintenance contracts for Heating, Electrical and Plumbing contractors.
- Co-ordinate and oversee renewal of annual maintenance contracts for Fire Alarm Panel, Fire Extinguishers and Lightning Protection system.
- To undertake all duties in accordance with Health & Safety requirements.
- To undertake any other relevant duties commensurate with those of a caretaker

This job description does not form part of your Contract of Employment.

Dated August 2017