

Job Description and Person Specification

Caretaker

Hours:	Part-time 20hrs – flexible to meet Parish/Candidates needs
Salary:	£12.21 p/h
Working Base:	St Botolph's Church and The Blenkin Memorial Hall
Reporting to:	Head Verger / Commercial Manager

Overview

The caretaker role is a key member of our team of staff and volunteers responsible for the general maintenance and cleaning of our Grade 1 listed building as well as the Blenkin Memorial Hall.

The caretaker is primarily responsible for ensuring that we are able to welcome worshippers and visitors into a welcoming, clean and safe environment. Caring for a historic building requires particular skills and undertaking. Our caretaker is responsible for ensuring that volunteer members of the housekeeping team follow appropriate protocols.

Responsibilities

- To understand working in an historic setting with significant heritage needs
- To ensure high standards of cleanliness are met at St Botolph's Church, including the Blenkin Memorial Hall
- To work with the Volunteer Manager in the recruitment of volunteers as Housekeeping Assistants
- Train volunteers in using specialised equipment
- Develop and update a housekeeping task list for volunteers
- Creating and ensuring the Cleaning and Maintenance schedules are followed
- To liaise with the Commercial Manager in the overseeing of the Community Toilet Scheme
- To liaise with the Commercial manager for the purchase of supplies and use all cleaning products in the most cost-effective way
- Keep cleaning supplies and equipment in good condition and maintain an inventory of supplies
- Ensure that all cleaning materials and chemicals are properly stored and labelled
- Assist in coordinating and facilitating Parish events and activities as needed
- Uphold and comply with the organisation's Policies and the Law in relation to Health and Safety, Equal Opportunities, Safeguarding, Data Protection and other adopted Policies and Procedures as required

Person Specification

Key Skills

	Essential	Desirable
The ability to understand the different cleaning requirements of a heritage building	✓	
Knowledge of how to maintain and care for historic buildings		✓
Be efficient, with a proven record of setting up and managing effective record-keeping systems	✓	
Knowledge of the voluntary sector and working, empowering and encouraging volunteers	✓	
Be a good communicator	✓	
Be self-motivated, able to structure their own work and set their own appropriate targets and deadlines	✓	
Be engaging and approachable as you will, at times, be acting as first contact for enquires	✓	

Personal Attributes

	Essential	Desirable
Honesty and integrity	✓	
A commitment to the safety and protection of employees, volunteers and people from all forms of harm	✓	
Committed to working creatively, robustly and harmoniously in a small team	✓	
A flexible approach to working hours (<i>some weekend and evening work will be required</i>)	✓	
Sympathetic toward the Christian ethos of the charity and the values of the Parish of Boston. <i>The Parish of Boston is an equal opportunities employer and is part of the inclusive church network, acknowledging the value and uniqueness of every human being regardless of gender identity, age, ethnic origin, creed or sexual orientation</i>	✓	

The Parish of Boston is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to sign a confidential declaration and to adhere to the Parish safeguarding policy.

Successful candidates will need to undergo necessary Safeguarding Training as set out by the Church of England.

Colleagues who meet the qualifying criteria will be automatically enrolled in the company auto-enrolment scheme provided by Scottish Widows via the Lincoln Diocesan Board of Trust & Finance (LDTBF) within three months of joining.