**The Church at Carrs Lane**

**Maintenance Officer/Caretaker**

12 hours a week at £15 an hour

**Job Description**

**Reports to: Chair Property Oversight Group**

**Objectives of the post:**

* To ensure the building and all equipment are clean and well maintained
* To plan, co-ordinate and supervise the work of any external contractors carrying out regular servicing and maintenance work
* To ensure all health and safety and security requirements in opening a public building are met
* Maintain good relationships with the building’s tenants, users and the church volunteers

**Detailed responsibilities**

**To ensure the building and all equipment is safe, clean and well-presented** including

* ensuring appropriate cleaning of the whole building is regularly carried out including the car park
* ensuring there are appropriate levels of heating and lighting throughout the building
* overseeing the setting out, equipment availability and cleanliness of rooms
* managing service contracts with suppliers
* ensuring refuse disposal and recycling are carried out in a proper manner
* purchasing cleaning materials and equipment
* liaising with city council officers re pest control, Dale Gardens and any maintenance access issues

**To arrange and supervise all maintenance and repair work** including

* planning, arranging and managing all regular maintenance work following the maintenance work plan using external contractors when appropriate
* keeping full records of all maintenance work carried out
* in consultation with the Chair of the Property Oversight Committee promptly arranging any necessary repair works required including those requested by tenants

**To oversee health and safety and security for the church buildings** including

* working with the Property Oversight Group and Elders to ensure that all health and safety requirements in opening a public building are met including fire safety, COSHH, Legionella / water hygiene and Asbestos by ensuring that appropriate control and record systems are in place and kept up to date
* co-ordinating and implementing health and safety at work policies and procedures
* ensuring weekly and monthly health and safety checks and tests are carried out and appropriately recorded including internal and external buildings and grounds, water hygiene compliance, emergency lighting, fire alarm and firefighting equipment and electrical equipment.
* acting as the emergency contact point for the building and the tenants including out of hours

**Any other duties as identified and agreed by the Property Oversight Group**

To fulfil the role a flexible approach to working hours will be needed.