

LIDGETT METHODIST CHURCH



POST: Church Caretaker 10 hours per week

Thank you for your interest in Lidgett Methodist Church and for requesting further information for the above vacancy. I am pleased to enclose an Application Pack which contains the following information:

Job Description and Person Specification

Application form

Equality and diversity monitoring form

If you wish to make an application, please complete the form and return it to minister Rev Andy Lindley by **5pm** on the closing date which is **3rd June 2017**. Should you wish to post your completed application form, please send it to the Rev Andy Lindley, 12 Vesper Drive, Acomb, York, YO24 3HT. For more information, please contact Rev Andy Lindley 01904 784545 revalindley@gmail.com.

It is essential that every section of the application form is completed. Please read the job description and person specification carefully as these form the basis of our shortlisting process. Please provide specific examples that reflect how you meet the requirements of the post.

Candidates who are shortlisted will be invited to attend an interview, which will take place on **14th Of June 2017 between 12:30 and 4pm**. If you know you are unable to make this date and time, please advise us on application.

We will do our best to write to applicants who are not shortlisted, but if the response to the advertisement is substantial this may not be possible. In this case, if you do not receive an invitation within three weeks of the closing date please assume that on this occasion you have not been shortlisted.

It is good to have your interest in this post and we look forward to receiving your application.

Yours sincerely,

Rev Andy Lindley (Minister)

LIDGETT METHODIST CHURCH



Job Description for Church Caretaker

Post Church Caretaker – 10 hours per week

Location The post is a local church appointment, based at Lidgett Methodist Church.

Background Lidgett Methodist church is a vibrant family church that has in the last four years grown to become a busy hub for community activities. It engages with all ages in its ministry and includes a successful messy church family. Its developing mission encompasses a wednesday café which serves between 70 and 150 people weekly and with drop-ins from local charities and local council services; vocal flourish – a choir for people with dementia and carers, which is linked to Friday nourish, a café serving the same group; a weekly youth club and many other diverse community run activities.

The Caretaker post is being created to assist Lidgett Methodist church in continuing to grow this role, while ensuring it is a clean, safe and welcoming environment for all its users.

The role will form part of the local ministry team with the minister in Pastoral charge, Mission Development Enabler, Caretaker and volunteers from the church and local community.

More details about the church can be found at <http://lidgettgrovemethodistchurch.org.uk/>

Purpose To oversee the cleanliness and preparation of rooms and communal spaces at Lidgett Methodist Church.

Responsible to The Minister of Lidgett Methodist church, Rev Ian Hill

Relationships

- The Ministers with oversight of the church.
- Mission Development Enabler
- Church Administrator
- Local Church Council and Leadership
- Local Church Members
- Local Community & Charity Partners, inc York City Council
- Members of the Local Community
- Other users of Methodist Church premises

Main Duties

1. In consultation with the Church Administrator to setup and prepare rooms with the necessary tables, chairs and configurations as requested by those booking the premises. [Including Sunday worship and Wednesday Café]

LIDGETT METHODIST CHURCH



2. To perform a regular cleaning routine, in agreement with the supervisor, of the premises to include both daily, weekly cleaning tasks. [ie dusting, hoovering and mopping]
3. Undertake regular cleaning of other items, in agreement with the supervisor, such a shampooing chairs, cleaning curtains, and deep clean of areas.
4. Ensure that stock levels of cleaning materials, paper towels, toilet paper and other consumables are provided.
5. Change lightbulbs, and undertake other simple maintenance fixes as skills allow.
6. Coordinate with Property Team and external contractors to undertake other maintenance.
7. Maintain and communicate property issues using the property record book.

SUPPORTING OTHERS

- a. Meeting regularly with the Ministry team serving the church.

OTHER DUTIES:

- a. Proactively supporting the Lidgett Leadership team.
- b. Any other duties, identified by your line manager, within your capabilities and level of responsibility, in order to fulfil the ministry of Lidgett Methodist church.

Hours of Work

This post will be 10 hours per week. These hours may be negotiable with the successful candidate, depending on Circuit requirements.

Some flexibility in working hours may be required due to the nature of this post and the opportunities which may arise from the work. A pattern of work will be agreed with the Line Manager, which aims to take into account the needs of the role holder, and the church. This would be reviewed regularly. There will be at least one day free of duties each week.

Overtime is not usually payable. If you are required and willing to work hours in excess of your normal working week, you will be entitled to take time off in lieu on an equal time basis, as agreed with your Line Manager. Normally this would be taken within the month accrued. In exceptional circumstances overtime may be paid with agreement of your Line Manager.

Policies and Procedures

As a member of Staff you are expected to follow the Church Policies and Procedures, copies of which will be provided with the contract.

LIDGETT METHODIST CHURCH



Remuneration

The starting salary for the 10 hour per week post is £8.45 per hour (based on the Living Wage).

Salaries are reviewed on an annual basis, at the time of annual appraisal.

All reasonable expenses will be reimbursed.

Location

The role would be based at Lidgett Methodist church, although it may be possible for some of activities to be completed at home.

Holiday Entitlement

28 days per year pro rata plus bank holidays.

Details are specified in the terms and conditions of employment.

Training Allowance

It is expected that the successful candidate will identify specific training each year. If appropriate, further training can be undertaken in negotiation with your Line Manager. Funding is available from District and Circuit Training Funds.

Sick Pay

Entitlement in accordance with the terms and conditions of employment.

A Lay Employee who is absent from work by reason of ill health will be entitled to receive up to occupational sick pay, less any statutory sick pay entitlement, for the following periods. The period should be considered in terms of a rolling year. Extensions of sick pay are made at the employer's discretion.

i.	After 6 months up to 1 year	1 month full pay
ii.	1 year to 2 years service	2 months full pay + 2 months half pay
iii.	2 years to 10 years service	4 months full pay + 4 months half pay
iv.	After 10 years service	6 months full pay + 6 months half pay

Staff who work part-time will receive sick pay on a pro-rata basis.

Pension

You will not be automatically enrolled into, but you are eligible to join the Pension Scheme (*Particular scheme to be confirmed*).

More information on the pension scheme, and how to join, will be made available prior to taking up the post.

LIDGETT METHODIST CHURCH



Probationary period

The appointment is subject to the completion of a satisfactory probationary period of 6 months, a satisfactory DBS check, and the completion of the Creating Safer Space Foundation and Leadership Modules.

References

The appointment will be subject to satisfactory references.

LIDGETT METHODIST CHURCH



Person Specification for Church Caretaker (10 hour post)

Job Title: Church Caretaker
Employing Body: Lidgett Methodist Church
Location: Lidgett Methodist Church

Attributes	Essential	Desirable	Method of Assessment
Education & Training	<i>Good understanding and use of written and spoken English.</i>		<i>A/I</i>
	<i>Demonstrate effective knowledge of cleaning skills</i>		<i>A/I/R</i>
	<i>Basic maintenance tasks</i>	<i>Qualifications in maintenance tasks.</i>	<i>A/I/R</i>
Relevant Experience	<i>Cleaning, maintenance of caretaking experience.</i>	<i>Relevant caretaking or cleaning experience of a large community building.</i>	<i>A/I/R</i>
	<i>Experience of working on own initiative</i>		<i>A/I</i>
	<i>Experience of working with volunteers</i>		<i>A/I</i>
Special Knowledge & Skills	<i>Able to offer flexibility in working hours to fit around building users.</i>		<i>A/I</i>
	<i>Able to follow a cleaning schedule</i>	<i>Ability to develop a cleaning schedule.</i>	<i>A/I</i>
	<i>Polite, helpful and approachable manner,</i>		<i>A/I/R</i>
	<i>Ability to deal with unexpected issues in a competent and calm way.</i>		<i>A/I</i>
	<i>Ability to motivate self without direct supervision</i>		<i>A/I</i>
	<i>Understand and be in sympathy with the aims and work of the Methodist Church as embodied in Our Calling</i>		<i>A</i>

LIDGETT METHODIST CHURCH



	<i>and Priorities for the Methodist Church.</i>		
--	---	--	--

Key to Methods of Assessment:

A – Application form; I – Interview; R = References