

## **JOB DESCRIPTION**

**Job Title:** Caretaker - Lay Employee in the Leeds (Mission) Circuit

**Location:** The Oxford Place Centre, Oxford Place, Leeds, LS1 3AX

**Responsible to:** The Caretaker will be employed by the Leeds (Mission) Circuit and will be under the specific supervision of the Administrator of Leeds Methodist Mission. The Caretaker will be under the general supervision of the Superintendent Minister of the Leeds (Mission) Circuit. The caretaker shall occasionally work alongside the Property Stewards of the Leeds (Mission) Circuit.

**Purpose and Objectives:** The purpose of the post of the Caretaker is to ensure that the Christian mission of the Leeds Methodist Mission is promoted and enhanced by the premises at Oxford Place being a clean, safe and welcoming environment for all people who use them. The objective is that the users of the building feel safe, welcome, and have a good experience of being on the premises.

### **Personal Qualities**

The Caretaker must demonstrate an understanding of and sympathy with the mission and ministry of the Leeds Methodist Mission. This includes the requirement to be supportive of the inclusive, welcoming and open policy for the use of the premises. The successful applicant will have the ability to work well as part of a team.

### **Main Responsibilities**

To give an appropriate welcome to all people who come onto the premises, for whatever reason they come. Within the demands of this role, to also have an awareness of issues related to the safety and security of all users of the building and to take appropriate action to maintain that safety and security when necessary.

To be a key-holder for the premises and to be responsible for opening and closing of the premises as required. The caretaker must be willing to be on call out of hours in order to respond to fire and intruder alarms.

To ensure that users of the building, visitors, employees and tenants have a safe, clean and welcoming environment in which to come. This includes preparing rooms for meetings, setting out tables and chairs, ensuring the availability of audio-visual equipment as required. It also includes the cleaning of the public areas of the building, including sanctuary, meeting rooms, toilets and ministers' offices, according to an agreed schedule.

To prepare the sanctuary ready for Sunday worship and for weekday services as required.

To engage in general/non specialist maintenance of all areas of the building, including the offices of tenants in the Oxford Place Centre. To engage in light maintenance of the external aspects of the building. To advise the Administrator of other items requiring repair or renewal.

To receive, sort and deliver mail for the whole premises, including tenants in the Oxford Place Centre.

To be aware of health and safety issues and to take appropriate action to maintain the integrity of the premises.

To be available to cover for the Janitor, who is responsible for cleaning in the Tenants areas of the Oxford Place Centre, when the holder of that post is on holiday. Note that the Janitor's normal pattern is based on evening work.

### **Terms and conditions**

Terms of appointment: Permanent and part-time

The salary will be £7,904 per annum. (£7.60 per hour)

Normal working pattern: 20 hours per week 8am – 12noon Monday to Friday, with an occasional requirement to work Saturdays. Where necessary the Caretaker will be expected to be cooperative in working split-shifts and other variations of these hours. If work hours in excess of these hours is required, the Caretaker will be entitled to take time off in lieu on an equal time basis, as agreed with the Administrator of Leeds Methodist Mission.

The holiday year is from 1 September to 31 August the following year. Annual leave entitlement is 28 days including public holidays.

### **Opportunities for study and for training.**

Appointment will be subject to a satisfactory Enhanced CRB disclosure.

Appointment will be subject to satisfactory references

Appointment will be subject to the satisfactory completion of a three-month probationary period and an annual development review.

AB 17.1.2012