

Buildings Maintenance Worker and Manager Job Description(s)



Overview

We are looking to hire a new employee or employees to help us manage the buildings of St. Luke's and St. George's. The job will be for 12 hours per week and will include gardening, maintenance and managing bookings. The initial pay will be £13.67 per hour.

The overall aim of this role is to ensure that the four buildings of St. Luke's Church and hall and St. George's church and hall are well maintained and that both potential and actual hall users are well supported and cared for.

The role includes an administrative and customer relations element in managing and creating the bookings for the different buildings and supporting the hall hirers. Another part is a maintenance role, to ensure basic repairs and ongoing decoration are carried out across the buildings. The final part is a gardening role, which relates primarily to the care of St. Luke's grounds. Ideally, these three roles would be carried out by one person, who had the necessary spread of skills, but it may be that the role could be split between different people, who have skills specific to each role. This job description is thus split into three sections with both a job description and person specification for each section. **We would therefore welcome applicants from people wishing to carry out just one or two of these aspects with the possibility of sharing the role with others.**

The employee(s) will be line managed by the incumbent of St. Luke's and St. George's.

All the roles need to be carried out in a flexible way. There are no fixed times of the week to work and actual times can be negotiated. Some work will need to fit around the needs of the building's users, but other work can be carried out at a time most suited to the employee.

It will be expected that this person will attend occasional committee meetings discussing the use and maintenance of the buildings. They will also be required to be aware of the church's policies, particularly the Health and Safety policy and to work in accordance with this.

The hours suggested include an indicative split of time for the three roles, but in practice the hours spent on each task will vary each week.

To apply please send a CV and covering letter explaining why you would be suitable for the role by Friday 12th April to Rev. Paul Worledge at vicar@stlukesramsgate.org or St. Luke's Vicarage, St. Luke's Avenue, Ramsgate, CT11 7JX. Short listed candidates will be interviewed on Thursday 20th April.

Please see a fuller description of the three parts of the job on the next few pages.

Administration and Customer Relations (4 hours per week)

Advertising the buildings to potential users, organising both one off bookings and regular rentals and ensuring that the hall users are looked after effectively.

Job Description

- Liaising with both St. Luke's and St. George's PCC through the incumbent to agree and clarify both rentals and rental agreements. Where there is a question about the appropriateness of a user taking on a space for a particular purpose this should be checked with the incumbent in the first instance.
- Ensuring that the spaces are well advertised through the church websites and by other appropriate means. Also, pro-actively contacting potential hall users to see if there is interest.
- Managing (and where necessary setting up) the online booking systems on Skedda (one off bookings for St. Luke's Hall) and the iKnow room booking system, to ensure no double booking.
- Meeting with potential building users, when required, to show them the property and discuss any issues around the use.
- To provide all hall users with all the necessary paperwork, including rental agreements and any other documentation they may request.
- Invoicing and taking payment from hall users.
- Liaising with regular hall users to ensure that everything is OK.
- Liaise with others on the staff team to ensure good communication and working across the team.
- To perform any other duties appropriate to this role as directed by the incumbent, church wardens or PCC.

Person Specification

- Good administrative and IT skills
- Good numeracy skills
- Able to relate well to members of the public
- Able to be self-directed in work

Maintenance of Buildings (4 hours per week)

Ensuring that the buildings are kept safe and well decorated, by monitoring the needs and carrying out basic repairs and re-decorating work.

Job Description

- To carry out a rolling maintenance program to ensure the hall remains in good condition, which will include:
 - Unblocking accessible drains.
 - Checking the fire extinguishers (at St. Luke's)
 - Renewing paint work, where it is worn or damaged.
- To carry out general weekly inspections of the Churches and halls. This inspection should ensure that the buildings continue to meet Health and Safety standards, are accessible by the disabled and secure. However, the ultimate responsibility for Health and Safety remains that of the Vicar, Church Wardens and PCC.
- To carry out or arrange for any necessary minor maintenance that is deemed to be required as a result of the inspection or is reported to you, as long as the cost of materials does not exceed £50 per month (see the contract of employment).
- To inform the PCC of the need for any major work that needs to be done.
- To carry out regular checks of kitchen equipment, ensuring safe condition, reporting any significant faults / breakages / losses to the Church Wardens or Vicar.
- To carry out weekly testing of emergency lights, recording and maintaining accurate records.
- To ensure all floored areas are free of debris and access points are unblocked.
- To liaise with the Buildings administrator regularly to discover when the hall is booked and who it is used by and to carry out work in a way that causes no disruption to hall users.
- To perform any other duties appropriate to the maintenance of the hall as directed by the incumbent, church wardens or PCC.

Person Specification

- Able to carry out basic handyman skills
- Responds well to instruction on work that needs doing
- Able to be self-directed in work
- Have a good understanding of health and safety issues

Gardening (4 hours per week)

Ensuring that the grounds are kept clean, safe and tidy for the enjoyment of the church members and public.

Job Description

- To remove any litter and sweep off any excessive leaves or other debris from the drive and paths (both churches)
- To mow the grass around the church and hall using the equipment provided, when necessary (Mainly April to September, only St. Luke's)
- To clear leaves from around the church and hall, when necessary (mainly October and November, St. Luke's only)
- To carry out or arrange for any necessary maintenance that the equipment may need to ensure that it is in good and safe working order, including regular biennial (once every two years) servicing of the mowers (St. Luke's only)
- To perform any other duties appropriate to the work of the gardener as directed by the incumbent, church wardens or PCC.

Person Specification

- Able to carry out gardening skills
- Respond well to instruction on work that needs doing
- Able to be self-directed in work
- Have a good understanding of health and safety issues