



# The Methodist Church

**Job Title:** Caretaker

**Responsible to:** The employee will be employed by the Managing Trustees of Wesley's Chapel & Leysian Mission and will be line managed by the administration manager

**Based at:** Wesley's Chapel & Leysian Mission, 49 City Road, London, EC1Y 1AU

**Hours of work:** 8.00am-4.00pm (Tuesday-Friday) & 8.00am-5.00pm Saturday

**Job Purpose:** As part of a small staff team the caretaker plays a key role in the provision of a high quality security, cleaning and maintenance service.

## Job Description

The Trustees of Wesley's Chapel & Leysian Mission, a UK registered charity, wish to recruit a Caretaker to join our committed and friendly staff team.

Wesley's Chapel is at the heart of the site and is the centre for worldwide Methodism and a major heritage site of both national and international importance. As well as regular weekly services and activities in both of its chapels, the site also houses the Museum of Methodism, a shop run by volunteers and conference rooms for hire. The Chapel and Museum welcome over 20,000 visitors a year from all corners of the world.

The successful candidate will work as part of a small but dedicated staff team and will be motivated, proactive and able to work with minimal supervision. He/she will have strong interpersonal skills that enable them to work with a wide range of people.

Candidates should have good communication/organisation skills be self-motivated and have a flexible attitude to their work. They should also be able to undertake basic maintenance and DIY tasks.

## Main responsibilities:

### Security

- Open and close the Chapel, John Wesley's House and the Museum of Methodism at the appropriate times.
- Alarm and de-alarm the premises at the appropriate times.

### Room Hire

- During the letting of premises/rooms to clients, the post-holder will be expected to set up the room and ensure the event runs efficiently, safely and ensure that refreshments are provided on a timely basis
- To ensure that the room(s) are clean and tidy before and after each use.

### Maintenance, Repairs & Cleaning

- Carry out minor repairs & DIY tasks as required.
- Clean all areas of the Chapel premises inside and out as required, including periodic cleaning such as power washing, deep cleaning of various rooms.
- Carry out basic garden maintenance as and when necessary.

## **Mechanical, Electrical & Heating Services**

- Ensure that the heating system is functioning correctly to include programming on a weekly basis – training will be given
- Replace faulty lamps, tubes and bulbs as required.

## **Furniture & Stock**

- Ensure that deliveries are received and stored in the appropriate locations.
- Monitor levels of sundry building, cleaning and catering items and ensure that stocks are re-ordered via the Chapel Office on a timely basis

## **Health & Safety**

- Report and risks to his/her line manager taking any immediate actions as appropriate.
- Willingness to undertake first aid training.
- Undertake regulatory monthly emergency lighting testing– training to be given.
- Undertake regulatory monthly water temperature monitoring – training to be given.
- Assist with planned or emergency fire evacuation as and when required.
- Undertake weekly fire alarm testing & regularly check that all fire doors and exits are clear – training will be given.

## **General**

Other caretaking & maintenance tasks as reasonably required.

Applicants are required to be sympathetic with the aims and ethos of the Methodist Church as laid out in the “Our Calling”.

## **Terms and Conditions**

<b>Health and Safety:</b>	The post holder will be subject to the Methodist Council’s Health and Safety policy.
<b>Equal Opportunities:</b>	The post holder will be subject to the Methodist Council’s Equal Opportunities policy.
<b>Remuneration:</b>	£24617 per annum.
<b>Hours of Work:</b>	This is a full-time post for a total of 36 hours per week.
<b>Holiday Entitlement:</b>	25 days’ annual leave plus Bank/Public holidays (pro-rata for part-time workers) in accordance with the Methodist Council’s terms and conditions
<b>Pension:</b>	There is a contributory pension scheme to which eligible lay employees will be automatically enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions. Employee contributions up to 7% will be matched by the employer.
<b>Probationary Period:</b>	3 months

**Safeguarding:**

Appointment will be subject to satisfactory references and a DBS check and clearance.

The Church takes the safety of everyone within the Church very seriously and expects that everyone will work within the Church Safeguarding Policy. In particular, the Church expects anyone in this role who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their line manager (Tracey Smith, 02072532262) or the Circuit/Church Safeguarding Officer (Gillian Brady, 02072532262)

**Management:**

The line manager of the employee will be the Administration Manager, whose responsibility will be to:

- Become familiar with the work of the employee
- Determine priorities for the work
- Monitor and evaluate progress with the post-holder on a regular basis
- Act as a “sounding board” to the post-holder