



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”.