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|  **Job Title** | **Caretaker** |  **Salary** |  £9 per hour |  **Status** |  Permanent |
|  **Reports to** |  Office Manager |  **Work pattern** |  Part-time; 8hrs a week ideally to include Monday afternoon |
|  **Job purpose** |  To enable the mission of Jesus Christ through maintaining and repairing the Cairns Road buildings.  |
| **Key Responsibilities** | **Experiences and Qualifications** | **Relationships** |
| * **General maintenance**
* Undertake routine maintenance tasks such as replacing light bulbs, putting up shelves etc
* Monitor the condition of toys and equipment, making repairs where appropriate
* Overseeing the general upkeep of the building and grounds
* **Other tasks**
* Liaise with outside contractors where appropriate and communicate arrangements to the Office Manager
* Co-ordinate volunteers to help with the upkeep of the church through workdays and ad hoc maintenance support
* Support the Office Manager with the administration of health &safety requirements.
* Assistance with ad hoc tasks such as moving things in and out of storage
* Liaise with the church Buildings Team to ensure the day-to-day reality impacts the big picture vision
 | **Person Statement**A servant-hearted person who likes to bless others through their practical skills and is flexible, thorough and reliable. This individual will understand the vital part this role plays in enabling the ministry of the church and be passionate about serving Jesus in this way.**Key Skills, Experiences and Qualities** **Character** * Flexible and adaptable
* Honest and trustworthy
* Friendly and approachable
* Willing, servant-hearted attitude
* Supportive of the Cairns Road vision and ministry

 **Skill** * Able to work with attention to detail
* Able to prioritise a variety of jobs
* Able to communicate effectively with others

 **Experience*** Experience with a range of simple maintenance tasks
* Experience of using common diy tools

 **Knowledge*** Awareness of health and safety and safe working principles
* More detailed knowledge and experience of areas of maintenance such as plumbing or woodwork. (*desirable*)
 | **Team**The Cairns Road team consists of employees and volunteers who work in a variety of ministry roles. This post would involve interacting with those involved in Noah’s Ark Pre-school, Cairns Café, daytime, children’s and youth activities as well as the Minister and Office Manager.**Key Relationships** ***Role Specific**** To meet weekly with the Office Manager regarding priorities and additional information.

 ***Staff wide**** To build excellent working relationships with members of the Cairns Road and Noah’s Ark staff teams.
* To meet regularly with a line manager to help manage the workload; to structure the pattern of a normal working week; and for personal support and accountability.
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