



ALMONDBURY WITH FARNLEY TYAS TEAM PARISH

Our purpose is:

- *to grow in faith as the family of God*
- *to celebrate and share the love of Christ*
- *to show his love by our witness and service in the community.*

Post: Caretaker

Places of work:

All Hallows Church and Hall, Westgate

St Michael & St Helen's Church, Fleminghouse Lane

Hours: 8 hours per week to be worked flexibly, including some evenings and weekends. Included in this would be two 'core hours'. The hours would average out as 6 hours per week at All Hallows and 2 hours per week at St Michael & St Helen.

Position reports to Rector (in whose absence a named Churchwarden)

Salary: £12.00 per hour.

About All Hallows and St Michael & St Helen Church

All Hallows' and St Michael & St Helen's are two Christian communities within Almondbury with Farnley Tyas Parish. They are part of the Church of England in Leeds Diocese.

As well as being centres of worship, our churches and hall are open during the week for various community groups. SMASH Food Share which was launched at St Michael & St Helen's in April 2021 is an important parish initiative, which is open every Friday 9.30am-12 noon.

We aim to be a safe, inclusive, and supportive community, living life fully. We seek to show God's love by welcoming people of all ages and backgrounds, and connecting with our community through friendship, kindness, and support, especially with those with practical, spiritual, or social needs.

Job Description

1. Servicing

- a) To ensure that the buildings and grounds remains tidy, and that all furniture and equipment is appropriately stored after use.
- b) To ensure that all grounds and common parts are kept clean and tidy and free of obstruction to ensure safe access to the building (i.e. leaves in autumn and snow in winter).
- c) Occasional cleaning to supplement the work of the existing cleaners.
- d) Occasional grass cutting to supplement the work of the volunteers (May to October).
- e) Clearing church drains (especially in autumn).
- f) Emptying dehumidifiers regularly (at St Michael & St Helen's).
- g) Taking and collecting bins onto the main road on the appropriate day.

2. Maintenance and Safety

- a) To ensure that line manager is promptly informed of any new maintenance issues.
- b) Ensure that all lights, emergency lights and heating are working effectively, fixing any issues where possible, or liaising with the parish to call in maintenance.
- c) Understand and implement fire safety regulations (testing the alarms weekly).
- d) Be familiar with and help to implement the Health & Safety Policy and the Risk Assessment.
- e) To help maintain the accident book.

3. Security:

- a) Be the first point of contact in an emergency, responding to and liaising with the police out of hours as needed.
- b) You may be occasionally called out at unsociable hours or at weekends to deal with security issues, make emergency repairs or allow access to contractors.

4. Supervision of Premises:

- a) To open and close the building for occasional hall bookings, showing users the facilities.
- b) To assist with (as appropriate) the setting out and putting down of chairs and tables.
- c) Operating heating and hot water timings weekly.

5. Other duties

- a) To complete the current basic, Church of England online safeguarding training and any subsequent updates that are required.
- b) Complete monthly timesheets.
- c) Liaise with the parish office administrator around church and hall usage and to be aware of any parish diary events or bookings.

Person Specification

1. Ability to undertake routine DIY and maintenance activities.
2. Ability to work well under own initiative and proactive in looking for improvements that can be made.
3. Professional, friendly manner and ability to work collaboratively with others.
4. Ability to travel easily around the parish. (Mileage costs incurred in the course of duties would be reimbursed).
5. The successful candidate would ideally live locally to the churches to support resolution of ad hoc / short notice issues.
6. Any appointment is subject to a satisfactory DBS check and character references.
7. The job holder does not need to be a practising Christian, but must be sympathetic to the vision and values of the parish.

Please note that this post is subject to a **6-month probationary period**.