



SENIOR CARETAKER

2024

Thank you for your interest in joining the Operations Team at Ps & Gs Church in Edinburgh. We are looking for a proactive Senior Caretaker to help care for our buildings and to ensure they are safe, well-presented and ready for various church activities and events. You will be willing to work some evenings and weekends and able to undertake a variety of minor maintenance tasks. If you have previously worked as a Janitor or Caretaker, this role may be for you. This opportunity will suit someone who enjoys practical tasks and is looking for a job with flexible hours.

Role type:	Part-time (21 hours/week)
Responsible to:	Facilities Manager
Key relationships:	Casual Caretakers, Housekeeper, Hospitality Coordinator, Events Staff, External Events Manager, Internal Events Manager.
Location:	Ps & Gs Church, York Place, Edinburgh.

Before you continue, please note you must already have the right to live and work in the UK to apply for this role.

About the role

The key objective is to ensure that our buildings (Principally the Church building and 40 York Place, but also offices at 10 and 12 Broughton Street) are prepared, set up and well maintained for a variety of services, meetings, and events. You will also be responsible for training casual caretaking and events team members to assist you with the above.

An important part of the role is to work on Sundays to ensure buildings are set up for our three church services and children's groups. You will be involved in changing over room set ups between services and will be on hand to support the Ministry Team.

Overview

1. Opening up, setting up and locking down.
2. Routine tasks, checks and maintenance.
3. Supervision and training of Caretaking Team.

Key tasks and responsibilities

1. Opening up, setting up and locking down

- To open and prepare buildings and rooms for the day's events/activities/services.
- To collaborate with the Church Housekeeper to make sure facilities are consistently clean and well-presented.
- To be a security/welcoming presence during events and services and to play a lead part in the safe evacuation of the building in case of fire or other emergency.
- To shut down and lock buildings and grounds when needed.

2. Routine tasks, checks and maintenance

- To receive and check deliveries and store them appropriately.
- To carry out routine safety checks as delegated by the Facilities Manager.
- To carry out minor repairs, DIY and grounds tasks as agreed with the Facilities Manager.
- To assist the Church Housekeeper on occasion with their duties (e.g. deep cleaning)

3. Supervision and training of Caretaking Team

- To assist the Facilities Manager with the induction, training and supervision of casual caretaking staff.

4. General

- To carry out any other duties that may reasonably be required in line with your main duties and responsibilities, as the need arises.
- To ensure that caretaking activities are carried out safely in accordance with Ps & Gs Health & Safety policy and risk assessments.

About you – person specification

We are seeking a hard-working, practical, proactive, and flexible person to join our team. You should have good inter-personal skills and enjoy serving and looking after the needs of others. You will often be a key point of contact for building users and external contractors, so a warm, friendly and helpful attitude is essential. You will have a supervisory role within our Caretaking team, so initiative and problem-solving skills are also essential, as well as being a positive role model.

You will:

- Be physically able to move chairs and other furniture - this role is active and involves manual handling.
- Have a keen eye for detail and commitment to safe and tidy working practices.
- Have practical maintenance/DIY skills.
- Be reliable, punctual, proactive and able to prioritise your tasks.
- Have good communication skills.
- Be personable, friendly and have a 'can do' attitude.
- Be flexible and have a positive attitude to changing situations and demands.
- Have the ability to work equally well alone or as part of a team.
- Be in sympathy with the Christian [vision](#), [values](#) and [strategy](#) of Ps & Gs Church.

Desirable:

- First Aid trained.
- Have previous experience in caretaking/being a janitor or looking after facilities or maintenance.
- Have previous experience in some of the following fields: DIY, painting and decorating, basic plumbing or electrical work.

Job Benefits

- Salary is £24,570 pa pro rata (£14,742 pa based on 21 hours/week).
- You will be entitled to five working weeks holiday per year, plus five designated public holidays, plus five public holiday days allocated pro rata. Based on this role being 21 hours per week, you would be entitled to **23 holiday days per year** (15 + 5 + 3).
- Additional Christmas leave days between Christmas and New Year.

Further job information and conditions

- Start date: as soon as possible .
- The role is initially a 12 month fixed term contract, with scope for it to become permanent.
- There is a mutually-reviewable probationary period of three months.
- The role is 21 hours per week, excluding breaks.
- Working Hours will be agreed and can be flexible to suit the needs of the church and the post-holder.
- Normal shift patterns include some evening and weekend working.
- The notice period is one month.
- The role reports to the Facilities Manager and is appraised annually.
- We can only accept applications from people who already have the right to work in the UK.

Next steps

To apply for this position, please complete an application form and return by email to David Shanks by 12.00 pm on **Tuesday 16 April 2024**.

- For an informal conversation about this role, please email office@psandgs.org.uk or call 0131 556 1335
- Download the [application form here](#) and complete it fully
- Email your application form with a copy of your current CV to David Shanks - david@psandgs.org.uk

We look forward to hearing from you!