



Bethel Chapel

Hill Street
Wollescote
Stourbridge
West Midlands
DY9 8TL

Bethel is a registered charity – No 1001260

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Including Little Lambs Pre-School Centre



Job Description

Job Title:	Caretaker / General Maintenance
Responsible to:	Office Manager & Pre-School Centre Manager
Responsible for:	None
Primary Location:	Bethel Chapel and Little Lambs Pre-School Centre, Hill Street, Wollescote, DY9 8TL
Other Locations:	Bethel Treasures Heaven Scent, 190-191 High Street, Quarry Bank, DY5 2AB Storage Units at Javek Properties, Cemetery Road, Lye, DY9 8DB Other locations visited as required
Hours:	Full time 40 hours per week to be worked flexibly (part time hours possible)
Salary Range:	£11.44 – 12.05 per hour
Leave:	28 days pro rata, including bank holidays
Purpose of the job:	To look after the building and grounds of Bethel Chapel, including the Pre-School Centre and Bethel Treasures Heaven Scent (Quarry Bank) to a high standard.

Bethel Chapel and Little Lambs Pre-School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Summary of the role

We are seeking a committed, practical, organised individual to work on a flexible basis to support the work of the church and the pre-school and to perform a wide range of duties related to the maintenance of the property and its surroundings. The purpose of the role is to facilitate the day-to-day functioning of the church and its buildings in close co-operation of all members of staff and premises users.

The post holder will work in a Christian environment and therefore it will be necessary to have respect for the Christian faith, its values and be in sympathy with our aims and ethos.

Good communication with all users of the buildings is important as we seek to serve all those who use the buildings. As well as usual Sunday services, the church and pre-school are in use every weekday and some evenings for a range of meetings and activities. The successful applicant will be a familiar and friendly face to all who visit and use the church, pre-school and other premises.

Main Duties

- Caretaking and maintenance duties in and around the church buildings
- Responsible for opening/unlocking/unsetting alarm at church/pre-school in a morning before staff arrive, and occasionally closing/locking/setting alarm at the end of the day.
- Ensure all rooms are prepared and ready for the activities that are planned for the day, including arranging furniture and equipment as needed.
- Ensure rooms are ready for special events such as, but not limited to, baptism services, fayres, parents evenings, etc. This may involve occasionally working on an evening or on a weekend.
- Performing safety checks to pre-school rooms and outside play areas, equipment and gardens each day, reporting any problems promptly to the pre-school centre manager.
- Carry out basic maintenance tasks, e.g. changing light bulbs, simple repairs and minor decorating. For work requiring contractors, to liaise with them whilst on site.
- Keep grounds clear and tidy, including keeping paths and entrances free of leaves, ice, snow, etc.
- Cutting grass and maintaining the gardens and borders, with help from volunteers.
- Maintaining written records of all service and maintenance work that is undertaken either personally or by other contractors.
- To be one of a small group of keyholders for the church premises available to respond to emergency call outs if the building alarm is activated.
- Perform fire alarm bell tests weekly and emergency lighting tests monthly, reporting any problems to the office manager.
- Driving and basic maintenance checks of church vehicles, and arranging for MOT and services on vehicles.
- Driving the minibus (with a driver's mate) to pick up our elderly guests for Cornerstone lunch club on Wednesdays during term time.
- Assisting with transporting items to and from our charity shop in Quarry Bank and our storage unit in Lye.
- Ensure external waste and green bins are prepared ready for collection, and recycling bins are dealt with.
- Around once a month using the van to take items to Stourbridge Tip, requesting that the appropriate date be booked in the church office.
- Provide a welcome to visitors as and when required, making sure that all visitors are received in a friendly, tactful and helpful manner.
- To be familiar with the staff handbook and policies and procedures in place for the role.
- Any other reasonable duties as required in accordance with Bethel's objectives.

Person Specification – Essential Criteria

- Supportive of the Christian ethos of Bethel Chapel.
- Contribute to a working environment which supports equal opportunities and anti-discrimination practice.
- Good personal organisation and motivation to manage your own time and workload effectively.
- The ability to work as a member of a team but also to be able to work on own initiative and work without direct supervision within the remit of the job description.
- Be approachable, courteous and sensitive in dealing with people, whether staff, church members, visitors or contractors in all situations, including those who are potentially difficult.
- Have a flexible approach to duties.
- Be able to deal with the lifting and moving requirements of the job, within safe limits.
- Full clean UK driving licence to enable use of the church van and minibus.
- Patience and sense of humour vital!

Person Specification – Desirable Criteria

- Willingness to undertake further training where necessary
- First aid knowledge/qualification
- Knowledge of Portable Appliance Testing

Appointment is subject to

- provision of documentation which indicates your right to work in the UK
- receipt of 2 satisfactory references
- receipt of satisfactory Enhanced Disclosure and Barring Service check.
- Successful completion of 3 months probationary period