**Job description - Caretaker**

(Reporting to the Senior Minister via the Operations Manager)

**Overall purpose:**

To provide effective facilities and maintenance cover across Kensington Temple / Summit House sites at all times

**Main Responsibilities:**

* To ensure security of both sites, this will include the opening and closing of buildings as required
* Carry out regular building audits and report / action as required
* Car park and security patrol in and around Kensington Temple and Summit House
* Manage and facilitate building keys for both sites as required
* Manage the maintenance and upkeep on both sites, this will include cleaning of toilets, replenishing toiletries and cleaning / vacuuming other areas of the building(s), emptying and disposing of rubbish across both sites as requested. In addition ensure that the immediate vicinity outside the buildings, steps and courtyard are kept clean and tidy
* Customer service as required
* Receive and check deliveries
* Regulate temperature of building(s)
* Carry out fire drills, emergency lighting drills as required
* Prepare rooms for events / conferences as per church diary
* Manage the safe exit of any disruptive congregation members who may be drunk, disorderly or violent
* Other duties as required

**Person Specification:**

Clean appearance and polite

Experienced in caretaking and building/garden maintenance

Able to work in a team environment and own initiative

Customer service skills

SIA Training an advantage