



St. Catherine's

GORSEINON

Following Jesus Building Community Loving Gorseinon

www.gorseinon.church

CARETAKER

The Caretaker will play a key part in the Mission Hub Operations Team, by delivering the day-to-day upkeep and maintenance of the Mission Hub buildings, kitchen and facilities. To ensure that the physical environment serves and supports the ministry of the Mission Hub. This is a practical role and the post-holder will be responsible for servicing a significant number of events by moving furniture, carrying out cleaning, room set up, regular building-related checks and equipment tests. It will also include compliance and maintenance for the kitchen, along with other ad hoc tasks as required. The post-holder will need to be a team player with strong communication skills.



St. Catherine's
GORSEINON



Esgobaeth Abertawe ac Aberhonddu
The Diocese of Swansea and Brecon

Supported by the Church in Wales Church Growth Fund

Salary:	£25,250
Hours/FTE:	Full Time (37 hours, 1.0FTE) – working hours subject to agreement between post-holder and employer but it will include early starts (typically 7:30am). Role will require a flexible approach to meet church requirements.
Contract:	Permanent
Location:	St Catherine's Mission Hub Church, Gorseinon – but should be prepared to work from other locations as necessary.
Reporting to:	Operations and Finance Manager.
DBS required:	A DBS check through the Church in Wales is required for this post.

KEY RESPONSIBILITIES

1. Set up and clean the buildings as required for their different functions.

- Communicates clearly with the team within the church and stakeholders using effective communication skills.
- Ensure that the Mission Hub Church buildings are clean, tidy and ready to be used for services and the varied range of activities that take place.
- Carry out cleaning duties throughout the buildings.
- Set up for services and events, moving chairs and tables as needed.
- Ensure that the Mission Hub Church grounds are well-presented, well-maintained, and free of litter.
- Manage stocks of cleaning materials and other disposables, ordering more as needed.

2. Ensure that the kitchen is fully functional and that all legal requirements are met in full.

- Work with the Hospitality Ministry Coordinator to ensure the kitchen is kept clean and tidy and provide support with record keeping.
- Ensure that kitchen equipment is well-maintained, arranging safety checks as required.
- Ensure the completion of daily checks where appropriate.

3. Implement and monitor all Fire Safety Regulations.

- Carry out weekly fire alarm tests.
- Carry out other regular tests and checks as required, such as emergency lighting tests and fire door seal tests

4. Implement and monitor all Health and Safety regulations.

- Understand and ensure compliance with COSHH regulations
- Understand and ensure compliance with legionella regulations
- Check and re-stock First Aid kits regularly

5. Carry out general maintenance duties

- Perform maintenance tasks as required
- Carry out minor repairs as required e.g. painting

KEY WORKING RELATIONSHIPS WITH

- The Mission Hub Church Operations and Finance Manager
- All Mission Hub Church staff and volunteers
- Contractors and Suppliers
- The Hospitality Ministry Coordinator

This Job Description is not a statement of all the duties applicable to the post holder, variations to the duties outlined above will occur to meet the needs of the post. Any variations will be commensurate with the grade and character of the post.

PERSON SPECIFICATION

Experience	Essential	Desirable
Experience of maintaining a building that is open to the public	✓	
Working with volunteers	✓	
Meeting deadlines	✓	

Knowledge and Understanding	Essential	Desirable
Knowledge of COSHH regulations	✓	
Understanding of the Anglican Church and in particular the ethos of the Church in Wales		✓

Skills and Personal Qualities	Essential	Desirable
Able to support the vision and values of the Mission Hub Church	✓	
Punctual and reliable	✓	
Able to work effectively without direct supervision	✓	
Detail-focused and practically minded	✓	
Strong communication skills	✓	
A living, active Christian faith		✓

Qualifications	Essential	Desirable
Possession of the right to work in the UK	✓	
The ability to drive and regular access to a vehicle	✓	

TERMS & CONDITIONS

Hours of Work:

Full time – 37 hours per week. Pattern of working hours subject to agreement between post-holder and employer but it will include early starts (typically 7:30am). Role will require a flexible approach to meet church and operational requirements.

Term:

Permanent.

Salary:

£25,250

Pension:

The employer will contribute 9% of the employee's pensionable salary to a pension scheme of the employee's choice or into the NEST pension scheme.

Holiday:

25 days per calendar year plus bank holidays.
The holiday year runs from 1 January to 31 December.

Location:

St Catherine's Mission Hub Church, Alexandra Road, Gorseinon, SA4 4NU.

Expenses:

All reasonable working expenses will be met at the agreed rates.

Probation:

This post will be subject to satisfactory completion of a probationary period of 6 months.

Recruitment Timeline

Closing Date: Friday 16th January at 12 noon.

Interviews: Late January.

Applications should be submitted by email to Sandra Thomas, Mission Hub Church Warden, at sandra@gorseinon.church

For an informal conversation about this opportunity, please contact Revd Dr Adrian Morgan, Mission Hub Church Leader adrian@gorseinon.church or (01792) 892849.



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CARETAKER

The Caretaker will play a vital role within the Mission Hub Operations Team, delivering the day-to-day care, upkeep and maintenance of the Mission Hub buildings, kitchen and facilities. The postholder will ensure that the physical environment actively serves and supports the ministry of the Mission Hub. This is a hands-on role, with responsibility for supporting a wide range of events through furniture movement, cleaning, room set-up, routine building checks and equipment testing. The role also includes kitchen compliance and maintenance, alongside other ad hoc duties as required. The postholder will be a strong team player with effective communication skills.

- 37 hours per week
- £25,250
- Pension Scheme with a 9% employer's contribution
- Permanent
- Based at St Catherine's Church, Gorseinon
- To apply, download an application form and provide a CV with covering letter
- Closing date: Friday 16th January at 12 noon with interviews being held in late January.

For more information and to apply:

swanseaandbrecon.churchinwales.org.uk/work-with-us