

**CARETAKER POSITION**

St. John the Evangelist Church and Parish Hall is looking for a diligent Caretaker with Cleaning Responsibilities for a part-time role (approx. 4-6 hours/week) at £12.50/hour. Reporting to the Vicar, Churchwardens, and PCC, the Caretaker will ensure the cleanliness, safety, and readiness of our church and hall facilities.

* Key Responsibilities:
* Maintain cleanliness of the church and hall
* Open and close the hall for hirers.
* Prepare facilities for hirers' use.
* Regularly clean premises.
* Perform minor repairs and report maintenance issues.
* Oversee Health & Safety compliance, including fire safety.
* Maintain church orderliness (chairs).
* Assist with event preparations (e.g., seating arrangements).
* Undertake other tasks delegated by the Vicar, Churchwardens, or Administrator.
* The outgoing Caretaker is an active member of our Bar Team, regularly arriving early to start setup for concerts and events, providing essential support for smooth operations.

**SKILLS AND QUALIFICATIONS:**

* Supports and is committed to the church's mission.
* Good interpersonal skills; ability to work independently.
* Physical fitness for manual tasks.
* Flexible to adjust hours for events.
* Proactive in building maintenance.
* Previous caretaking or cleaning experience desirable.

**APPLICATION PROCESS:**

For more details, contact **stjohnschurch.kingston@gmail.com**

Applicants must have UK work authorisation, Enhanced DBS Disclosure, and meet probationary terms. Appointment is subject to satisfactory references and a probationary period.