

Advertisement for Maintenance Team Member

Job Title: Maintenance Team Member

Salary: £[Insert Salary Here]

Pattern of Working: Full-time [If You are Willing to Accept Applications for Doing This Job Part-Time or as a Job Share Include That Here]

Responsible to: Facilities Manager

Purpose of Role: Our church exists to spread the good news of Jesus Christ to our local area and to serve our church family members. We are looking for someone to join our church maintenance team to help us ensure our church grounds and our church building are well maintained and can be opened safely to the public. *Please look below for a description of the responsibilities that the role entails.*

Contract type: This is a permanent, full-time role.

Job specific criteria (essential)

[Make a Bullet Point List Here of All Criteria You Require in a Facilities Manager- any qualifications, number of years work experience, etc.]

Key responsibilities

1. Assist in the General Maintenance of [Name of Your Church Here]
which includes:
 - General Painting and Decorating
 - Carpet Cleaning
 - Replacing Light Bulbs
 - Maintaining Fixtures and Fittings
 - Cleaning internal and external windows on a regular basis
 - Completing the relevant Maintenance Schedules every week
2. Cleaning Responsibilities
[Make A Bullet Point List of Rooms in Your Church That Your Maintenance Team is Responsible for Cleaning]
Example
 - Coffee Machines
 - Main Hall
 - Stairwell

- Children's Ministry Rooms
- Breaking of Bread- Equipment

3. Assist in the maintenance of church grounds and carpark

- Ensure the car park and church grounds are tidy and free from any hazards or danger
- Maintain the flower beds
- Maintain grass areas
- Maintain and cut back tree and hedges
- Ensure all walkways to the building are safe during wintertime
- Litter picking on a weekly basis including days where there is an event

4. Assist in tidying the church storage areas

5. Assist in the set-up and clear down of rooms for events

6. Assist in the management and ordering of church supplies

- Tea and coffee supplies
- General Sunday morning supplies
- Supplies for large church events

7. Work as part of the maintenance team

- Support other team members in completing joint tasks
- Be willing to cover other tasks in absence or holidays
- Be willing to work unsocial hours on occasions to cover the needs of the church

Contact Point and Interview dates:

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

First sift date: **[Date to Have Gone Through all the Applications and Told Applicants if They Have an Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**