



Caretaker/Verger

Job Description and Person Specification

Person specification:

- Able to move furniture and equipment in the building.
- Live within easy distance of St. Mildred's.
- A warm personality to engage with users and church members and deal with practical queries.
- Willing to learn to use the heating App.
- Willing to work inside and outside.
- Willing to take the initiative, within the bounds of church safety.
- The confidence to deal with members of the general public.

The role:

- You will be part of our casual staff, employed on a planned 'as and when' basis.
- To assist groups by moving furniture and equipment; preparing the layout for the next event and ensuring the church is set up for Sunday.
- To make users of the building welcome and ensure the car park is ready to receive them.
- Change roadside posters, as instructed by Church Coordinator.
- To open the church for tradespeople as instructed by Church Coordinator.
- Although a cleaner is employed, some cleaning will be required.
- To act as verger for occasional offices, such as wedding and funerals.

Training will ensure:

- The heating can be operated by the caretaker.
- Locking and unlocking the church securely.
- Car park management works.
- Safety: Lifting techniques for chair and table movement.
- How to be verger for special events, including using the A.V. equipment.