



Holy Trinity Church Cambridge

Facilities Team / Caretaker

This is an exciting opportunity to join our Operations Team and play a part in the day-to-day upkeep and maintenance of our buildings and kitchens, ensuring that they continue to serve and support the ministry of HT. This is a practical role, and will be responsible for carrying out cleaning, room setup, regular building related checks and equipment tests and compliance, maintenance and compliance for our two commercial kitchens, along with other ad hoc tasks as required.

This is a part time role, for 30 hours per week Sunday to Thursday.

About HT

HT is a vibrant evangelical charismatic Anglican church with a large and growing church family of all ages and stages. We are situated right at the centre of the city and perfectly placed to reach students and adults alike.

Vision: Our vision is to see Cambridge reached and the world impacted with the good news and transforming power of the risen Lord Jesus.

Values: We believe that the description of the early church in Acts 2:42-47 is still God's heart for His church today and aspire to be a family that is committed to God's Word, delighting in God's praise, showing God's Love, empowered by God's Spirit, and sharing the Good News.

Find out more on our website: htcambridge.org.uk

Responsibilities

This role will work closely with our Facilities Manager and some of the key areas of responsibility are outlined below:

Cleaning and room setup

- Ensuring the buildings and grounds at HT are clean, tidy and ready to be used for our different mid-week events and for our Sunday services, liaising with our contract cleaners and carrying out cleaning duties yourself of our toilets and rooms
- Setting up for events and services, moving tables / chairs etc as needed
- Litter picking externally and ensuring our grounds are well presented and well maintained
- Keeping note of stocks of cleaning materials, and ordering more as needed
- Ensuring our stocks of clean laundry are always sufficient, sending and receiving laundry and liaising with our laundry contractor as needed

Kitchens

- Keeping our commercial kitchens clean and tidy and overseeing record keeping
- Understanding and ensuring compliance with our requirements under the Safer Food Better Business food safety management procedures
- Ensuring our kitchen equipment is well maintained and arranging annual gas safety checks
- Carrying out daily checks
- Keeping track of levels of kitchen supplies and ordering more as needed

Fire Safety

- Carrying out weekly fire alarm tests
- Carrying out other regular tests and checks, such as emergency lighting tests & fire door seal tests

Health & Safety

- Understanding and ensuring compliance under the COSHH regulations
- Understanding and ensuring legionella regulations compliance
- Regularly checking and re-stocking first aid kits

General maintenance & ad hoc

- Performing maintenance tasks as required, such as painting, gardening etc
- Moving items as need between our buildings and off-site storage unit

Personal Specification:

We are looking for a can-do, servant hearted person who is:

- Punctual, reliable and able to work effectively without direct supervision
- A completer/finisher who is detail focused and practically minded
- Willing to go above and beyond when needed
- Previous knowledge and understanding of COSHH and Safer Food Better Business regulations would be beneficial
- Able to support the vision and values of HT

And:

- In possession of the right to work in the UK
- Holds a current UK drivers license
- Able to name three referees who can provide satisfactory employment references
- Although this appointment is subject to the individual obtaining an Enhanced Disclosure from the Disclosure and Barring Service and/or an international equivalent.

Working at HT:

At Holy Trinity we are more than just an employer; we operate as part of a wider community of faith. We regularly pray and worship together as a staff team, and throughout the week you may encounter various teams praying over their work and speaking the language of faith. Our Christian faith shapes our vision and values and how we relate to one another, and to the wider church. We are also passionate that everyone who joins the staff team will thrive in our environment and ultimately contribute to the overall ministry of the church.

Terms & Conditions:

- **Hours:** This is a part time role for 30 hours per week Sunday-Thursday. Whilst there is some flexibility in the working hours, Sundays will be a working day and most days will require an early start (e.g. 7:30am/8am).
- **Salary:** £20,160 gross per Annum (£25,200 FTE)
- **Start Date:** As soon as possible, but can be flexible for the right candidate
- **Pension:** HT offers an 8% employer pension contribution
- **Holidays:** 26.4 days per annum (33 FTE) incl. bank holidays, which are normal working days but can be booked off
- **Contract Type:** Permanent position
- **Probation:** There is a 3-month probationary period during which the progress of the post holder will be reviewed prior to the confirmation of permanent appointment
- **Workplace:** Your normal place of work is Holy Trinity Church, Market Street, Cambridge, or any sites in Cambridge that HT may operate from in future

To Apply:

Please fully complete the Application Form attached, ensuring three referees are listed, sign & date, and return to andy.irons@htcambridge.org.uk by 5pm on the 20th May.

CV's will not be accepted.