

## St Peter's Wellesbourne

**Role:** Oversight of Church Centre

**Role Outline:** To support use of the Church Centre by ensuring

- maintenance of the premises
- supervising the Cleaner to ensure the premises are clean and tidy
- users have the resources they need
- security of the building

**Appointed by/Responsible to:** PCC/Churchwarden

**Skills/Experience needed:** Reliable, trustworthy, methodical, personable, friendly and welcoming, practical. Supervisory skills. In sympathy with the work and Christian ethos of St Peter's Church.

### Main tasks:

1. Action repair and maintenance issues as needed.
2. Supervise the Cleaner
  - a. Give the Cleaner a 4 weekly payment schedule
  - b. Check the Cleaner's timesheet and invoice, and pass to Treasurer for payment.
  - c. Keep in touch with the Cleaner to ensure a good relationship
  - d. Ensure that the Cleaner's work is of an adequate standard: check cleaning at least once a week or after complaints from users.
3. Ensure that
  - a. security of doors and windows are checked regularly.
  - b. chairs and tables are put away correctly, and the rooms are tidy.
  - c. the kitchen and kitchen cupboards, fridge, cooker and the store cupboard are tidy.
  - d. the dishwasher is clean and fully charged with washing liquid and rinse aid, and recharged with salt on an intermittent basis.
  - e. that the toilet and kitchen have the correct requisites.
  - f. round tables, tablecloths, and wine glasses are available for hirers when needed (in conjunction with the Bookings Secretary).
4. Order supplies of cleaning and other materials as needed.
5. Attend Church Centre Committee meetings.

### Additional Info:

**Time Commitment** estimated at about 3 hours a week

**Review Date:** January 2020