

EDINBURGH: THE NEW TOWN CHURCH

SUNDAY CARETAKER JOB PROFILE

Purpose To provide a welcome to those attending the church for Sunday worship, to prepare the premises for worship and to maintain security of the church building during the hours of worship.

Dimensions

The jobholder:

- liaises with the Minister and Church Manager and with users of the premises, both Church members and others.
- is an authorised key-holder Responsibilities
- Open the church in good time for the services of Sunday worship
- Prepare the Sanctuary and other areas for Christian services as instructed by the Minister or Elder on duty
- Ensure areas around the entrances and exits are clean and free from debris
- Ensure that any furniture, fixtures or fittings moved by users of the premises are returned to their original place, taking special care to keep routes to the fire exits clear at all times
- Ensure toilets are clean and kept fully supplied with paper goods
- Ensure premises are left clean and tidy and that all dishes and utensils used are washed and put away
- Ensure secure locking-up of the building
- Check the fire exits

Skills and abilities

- Excellent communication and interpersonal skills • Sound organisational ability
- Ability to deal with a wide range of people

Proposed hours – 5 hours per Sunday Proposed remuneration - £12 per hour (£3,120 pa)

To apply please send your CV and a covering letter explaining why you are the right person for the job to: Hilary Sturzaker, Church Manager – churchmanager@edinburghnewtownchurch.org.uk