



Holy Trinity
Combe Down



St Andrew's
Community Church

Church Caretaker – Job Description

Job Purpose

To ensure that all Combe Down PCC buildings and grounds are safe, clean, secure, and well-maintained. The caretaker will play a key role in supporting the ministry and mission of the churches by ensuring that all facilities are welcoming, functional, and ready for worship, community use, and events.

Key Responsibilities

1. Building Maintenance & Repairs

- Carry out regular inspections of Holy Trinity Church, St Andrew's Church, St Andrew's Community Centre, and the Church Rooms to identify and address maintenance needs.
- Undertake minor repairs (e.g. replacing light bulbs, painting, minor plumbing or carpentry).
- Identify contractors for larger work and liaise with them once on site to ensure jobs are completed to a satisfactory standard.
- Monitor and operate heating, lighting, and ventilation systems efficiently.
- Keep maintenance logs and ensure service schedules (boilers, electrical checks, fire safety systems, etc.) are up to date.

2. Cleaning & Presentation

- Set up and clear spaces for services, meetings, and events.
- Ensure all four buildings are kept clean, tidy, and ready for use, by monitoring the performance of the cleaning companies particularly ensuring toilets, kitchens, and communal areas are maintained to a high standard of hygiene.
- Carry out some cleaning as required.
- Manage waste and recycling, including collection schedules for each site.

3. Security & Safety

- Open and lock buildings for worship services, groups, and community bookings.
- Ensure the security of premises, including alarms, locks, and keys.
- Act as a keyholder and respond to callouts or emergencies when needed.
- Support the PCC in meeting health and safety obligations, including fire safety, risk assessments, and reporting of hazards.

- Keep accurate records of incidents, inspections, and compliance checks.

4. Compliance & Record-Keeping

- Maintain building maintenance records, service logs, and inspection reports.
- Support compliance with statutory checks (gas safety, PAT testing, fire extinguishers, etc.).
- Follow safeguarding and data protection policies at all times.

5. Grounds & External Areas

- Maintain outdoor areas, paths, and car parks so they are safe, tidy, and welcoming.
- Responsible for cutting grass and hedges.
- Clear leaves, snow, or ice from walkways when required.

6. Coordination & Communication

- Coordinate with colleagues and volunteers to ensure smooth day-to-day operation of the buildings.
- Advise Administrator of contractors on site so she can maintain a schedule of building use and liaise with hall users and community groups.
- Attend staff or PCC operations meetings as requested.