



CARETAKER AT THE GROVE, HORSFORTH

The Leeds South & West Methodist Circuit are seeking to appoint a part time Caretaker for The Grove Church and The Grove Centre, which incorporates a series of meeting rooms that are used throughout the week by a number of church and community groups.

The Caretaker will be a key member of the team at The Grove Methodist Church and will have a vital role in helping to ensure that the Church and Centre are clean, safe, legally compliant, well maintained and welcoming premises for all who use them.

Key activities will include:

- Working closely with the cleaning contractor, to keep the church, ancillary premises and grounds tidy and clean to a good standard.
- Unlocking the grounds and building each morning, completing a premises wide inspection for issues such as water leaks, fire hazards, security issues, untidiness and cleaning issues and any new maintenance requirements.
- Identifying and dealing with minor repairs throughout the building and referring significant problems to the Property Committee for further action.
- Setting up rooms and furniture for meetings as required by church groups and lettings.
- Liaising with church members, tenants, contractors (particularly, but not only, the cleaning contractor), tradespeople and members of the public who use the building.

**Applicants will need to have previous relevant experience.
An Enhanced DBS disclosure will be required for this position.**

NEXT STEPS & MAIN TERMS

Hours of work:	15 hours per week, with core hours worked between 8.00 am and 9.30 am, Monday to Friday, and the remaining 7.5 hours worked flexibly, Monday to Saturday, as required by the role and in agreement with your Line Manager. There may occasionally also be the need for some additional hours.
Contract:	Permanent
Rate of pay:	£10.90 per hour with the option to enrol in the Circuit's workplace pension scheme.
Location:	Based at The Grove Methodist Church, Town Street, Horsforth, LS18 4RJ
Next steps:	For more information and an application pack, please contact Miss H C Boocock: cathy@lswmethodists.org.uk or 0113 279 4816
Closing date:	Friday, 29 September 2023 at 5pm
Interview date:	Tuesday 10 October 2023
Start date:	Wednesday, 1 November 2023 or as soon as possible thereafter

To learn more about The Grove Church and the work that we do, please visit:

<https://grovemethodist.chessck.co.uk/>