

Christ Church (URC/Baptist)
Tacket Street, Ipswich

Job Specification

Job Title: Caretaker

Responsible to: Property Manager

Job Purpose:

Ensuring the church, premises and grounds are maintained to a high level of security, cleanliness and good repair.

Duties and responsibilities:

Security: ensuring the church and premises are locked and unlocked at the appropriate times. Inspecting the premises, including heating, lighting and alarm systems to make sure they are in good working order.

Cleaning: ensuring the church and other rooms on the premises are kept to a high standard of cleanliness, particularly the toilet areas. Monitoring cleaning materials and re-ordering as required.

Room Preparation: ensuring all rooms are properly prepared for use, including heating, lighting, sound systems and furniture set up.

Grounds: ensuring the parking forecourt and pathway areas are kept tidy, free of leaves and weeds and including mowing the lawns when necessary.

Maintenance: performing basic minor repairs and maintenance tasks as required and report, to the Property Manager, any items that need either internal or external action.

Services: Attending funerals, weddings and other special services including assisting with the P.A. system.

Parking: Assisting with the monitoring of vehicle parking on the church forecourt.

Health & Safety: Adhering to the Church's Health and Safety Policy and Fire Evacuation Procedures to create a safe working environment for everyone.

Flexibility of Working: Although employed in the capacity stated, there may be a requirement to carry out other work, and it is understood that such a request would not unreasonably be refused.

December 2025