



Bendigo Baptist Church (BBC)
Caretaker – Position Description (Junortoun)

Mission & Vision:

Bendigo Baptist Church is committed to the **mission** of: *'Following Jesus... Changing Our World'* (Matthew 28:19-20). Our **vision** for BBC is: *'A caring, multi-generational community of empowered believers impacting our community and beyond.'*

Essential Qualities:

The Caretakers will:

1. Be a committed Christian of good conduct who seeks to honour God in their life and ministry.
2. Have a strong sense of call to the role.
3. Be in agreement with the values of the Bendigo Baptist Church.
4. Display the following personal qualities:
 - a. The love of God demonstrated in a daily walk.
 - b. A gracious and welcoming attitude to visitors and church family.
 - c. A desire to follow the example of Jesus in serving others.

Position Purpose:

The general role and activities will include the following:

1. Security:
 - Enhancing general security of the premises.
2. Site Maintenance:
 - Ensuring that the property is maintained in a safe and well-presented manner.

Terms of Appointment:

The term of appointment of the Caretakers is for 12 months. The Caretakers will be responsible to the church through the Administrator. The position does not include ultimate responsibility for planning and development of the site or of ground maintenance.

Position overview:

Under agreement, the Caretakers will:

1. Perform a minimum of 10 hours and a maximum of 15 hours ministry each week.
 - a. At least 2 hours being spent on grounds maintenance.
 - b. The balance to be spent on grounds, cleaning and lock-up.

Specific Weekly Duties

1. Church Security
 - a. During week: Nightly check of building.

2. Facilities / Facility Hire / Other occasions: assisting with events – induction / welcome, car parking, moving of furniture / equipment, open/closing of facilities.
 - Assist trade qualified workers attending site for completion of repairs / maintenance;
 - Identify/Report any WH & S, repair and maintenance issues, pro-actively seek efficient use of resources (light/power/materials);
 - Take a lead role in coordinating Working Bees as required.
 - Liaise / assist community groups and emergency personnel as required
3. Cleaning allocated
 - a. Clean Church building each week. Check water cooler and remove any spilt water or water in the tray. Empty rubbish bin. Refill deodorizer dispensers in foyer & function room as necessary.
4. Ground maintenance
 - a. Keep lawns and grounds in order as required. *Note:* Additional working bees may be required from time to time in heavy growth periods.
 - b. General upkeep of equipment. (e.g. New blades, oil etc)
 - c. Rubbish bins to be placed out each week as required.

Performance Management:

The Caretakers will support the operation of Ministry by:

- Meeting weekly with Administration staff/Event Manager to discuss requirements for the management of the property, events and related matters.
- Communicating any information or concerns directly and/or weekly meeting with Administration/Event Management staff.

The Caretakers will participate in an Annual Performance Review. Review processes are in place to assist all staff with ongoing improvement and quality of ministry and may be requested by the employer or employees at any time.

Purchases:

Purchase of items required to carry out the duties of the position to be approved by the Administrator and expended from the appropriate section of the Budget allocation of Practical Ministries.

OH&S:

The position does not require the Caretaker to take responsibility for people who are on the church site. Each group/hirer will be responsible for the duty of care of people within their group and for dealing with any emergency that may arise.

Event Management:

Liaise with Event Manager regarding facility bookings and their management. Additional paid cleaning may be needed as directed by Event Manager.



**CARETAKER – BENDIGO BAPTIST CHURCH:
July 2019**

Terms & Conditions associated with the appointment:

TERMS:

Term: 12-month appointment;

In lieu of payment for activities undertaken, on-site accommodation (4-bedroom house) is provided or where the successful applicant advises that they would prefer to live off-site, remuneration arrangements will be negotiated for the completion of Cleaner / Grounds person activities.

Notice Period: Caretaker to provide 4 weeks-notice.

Pre-employment Health Check: May be required prior to commencement.

Refer to the *Caretaker Position Description* for activities and responsibilities to be completed by the Caretaker.

CONDITIONS:

Arrangements for On-site Caretaker are as follows:

- Caretaker to complete a minimum 10 to a maximum 15 hours each week (can be averaged over a negotiated period);
- Caretaker is paid 2 hours each week @ \$26- per hour, as a casual cleaner;
- Caretaker pays \$50- rent each week;
- Caretaker pays their own telephone, if required;
- BBC pays the council rates, water rates, electricity and gas;
- BBC pays for all repairs and maintenance;
- BBC supplies all tools, equipment and materials.