



We are a contemporary expression of church serving the Dagenham community on the East side of London since 1927. If you are passionate about the local church, and enjoy working collaboratively with others, then this may be the job for you. In return for your passion and hard work we will ensure you are both cared for and developed as a person, being part of a team that is seeking to make a real difference in people's lives in Dagenham and beyond.

Facilities Worker/ Full-time & Part-Time: Role & Responsibilities

ROLE

To provide efficient and effective caretaking support for London Riverside Church's weekly programme of activities.

RESPONSIBILITIES

SETUP OF ROOMS

- Setting up meeting and conference rooms.
- Liaise with administration and operations staff regarding room allocation and booking requirements.

GENERAL MAINTENANCE OF BUILDING

- Ensuring general upkeep, presentation and tidiness of building.
- Undertaking handyman duties as necessary.
- Ensuring air-conditioning, heating, gas, electric and water supply are fully functioning and reporting any faults to the operations team.

GENERAL MAINTENANCE OF GROUNDS

- Ensuring a high standard of presentation of the church grounds, keeping lawns and borders maintained, and clearing debris and litter.
- Ensuring safe and clear pedestrian access to the building, particularly in adverse weather conditions.

CLEANING

- Providing additional cleaning support to external cleaners.
- Managing trade waste and recycling collection process.
- Replenishing supplies and keeping inventory updated.

HEALTH & SAFETY RECORD KEEPING

- Regular testing and keeping of logbooks for the fire alarm, emergency lighting, etc.
- Monitoring of fire extinguishers, first aid items, etc. across the building.

SECURITY OF BUILDING

- Open & lock up/ alarming of building.



ROLE REQUIREMENTS

Note: In accordance with the Equality Act 2010, there is a genuine occupational requirement that the post holder is a practicing Christian and a member of London Riverside Church.

CHARACTER

- Christ-follower with stable devotional life.
- Healthy relationships/ family life.
- Person of integrity.

CORE COMPETENCES

- Team player.
- Physically able to undertake the tasks necessary to fulfil this role.

EMPLOYMENT DETAILS

LINE MANAGEMENT

- The Facilities Worker will report to the Senior Business & Finance Manager.

HOURS

- Full-time
5 days (35 hrs p. week) incl. some evenings & Saturdays.
Annual leave: 5 weeks + bank holidays.
- Part-time
3 days (21 hrs p. week) incl. some evenings & Saturdays.
Annual leave: 5 weeks + bank holidays pro rata.

SALARY

- Salary is in accordance to LRC salaries scale and dependent on experience.
- Statutory pension scheme.
- Optional healthcare.

APPLICATIONS

Applications to be received by Friday 3rd November 2023. If successful after an initial short-listing process, applicants will be invited to an interview soon afterwards.

Please return your completed application form to susanna@londonriversidechurch.com or by post for the attention of Susanna Olasoji.