

PART-TIME CHURCH ASSISTANT JOB DESCRIPTION

- To open and close the church and churchyard gates at the beginning and end of each period of work
- To ensure that the churchyard, including the steps, is clean and tidy at the beginning of each day
- To ensure that the alarm is set and the church is secure at the end of each period of work
- To keep the church tidy and clean at all times, including the displays of leaflets and other documents, the reflective area, and the proposed children's area
- To be welcoming to visitors and to be sensitive to the various reasons for which people come to St Peter's
- To be supportive to any vulnerable people who come to the church, and to know how to refer them to other agencies if necessary
- To ensure that the church toilets are clean at the beginning and end of each period of work, and to monitor this during each day
- To keep the kitchen clean and tidy
- To monitor the votive candle stand and ensure that there are always new candles available for those who wish to light them
- To clean the Coffee Room toilets after it has closed to customers on Saturdays
- To provide support for stewards on Sundays at the 10.45 services on Sundays
- To provide support to the organisers of any events which take place during the period of work, such as concerts or weddings
- On Sundays, to prepare the church for the 8.15 and 10.45 services, and the monthly Family Service at 9.45, and to put service-related materials away when the services are over. Also to open the Coffee Room and provide support to those serving coffee, tea etc after the main Sunday morning service, and to ensure that the Coffee Room is clean, tidy and closed securely when all have left.
- The need to recruit someone who is absolutely trustworthy, as they will have access to the church safes and will be working on their own on Saturdays in particular
- This position will be subject to a DBS check and the provision of references

For more information about the church and its activities, please visit:

www.nottinghamchurches.org