



Vacancy for a General Maintenance Person/Caretaker

Role: General Maintenance Person/Caretaker

Employer: Select Vestry of Magheralin Parish

Location: Parish of Magheralin

Responsible to: The Rector / Select Vestry Magheralin Parish Church

Overall Aim of the Job

Carry out general maintenance and caretaking duties within Magheralin Parish - which comprises of two sites i.e. Magheralin and Dollingstown - by keeping the church buildings and property well maintained, clean and safe.

Key Duties

- **Maintenance and Cleaning Duties:** To carry out caretaking, cleaning and general maintenance duties across parish premises, both indoor and outdoor
- **Access and Setup Duties:** To be responsible for access and setup within the parish premises for organisations and events as required
- **Health and Safety Duties:** To conduct regular safety checks, complete relevant records, and be responsible for the security of the premises.
- **Administration and Communication Duties:** To interact and communicate effectively with other members of staff, visitors, glebe wardens etc

For further information, Job Specification and Application Form please contact magheralincoi.inquiries@gmail.com

Closing date for receipt of applications Friday 16th July 2021

Magheralin Parish

The Parish Office, 3 Newforge Road, Magheralin, Craigavon, Northern Ireland BT67 0QJ

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Charity Registration Number: NIC101224