

## JOB DESCRIPTION – CLEANER/CARETAKER

### Job Title: Cleaner/Caretaker

Responsible to: PCC of St. James' West Streatham (the Employer)

Accountable to: Church Manager on a day to day basis and ultimately the Rector and Churchwardens

### Job Purpose:

To ensure that the building and environment is clean and safe, correctly arranged and to assist with the smooth and efficient running of the church premises, including the upper level of the church hall.

### Job Tasks:

#### Premises Hire:

- Ensure that each room is tidy and arrange furniture and equipment as required for each hirer/user,
- Return the room to the standard layout once hirer/user has left (or if appropriate set up ready for next hirer/user) and make sure that all equipment has been left in situ and in working order.
- Report any missing items, breakages or damage to the Manager at the earliest opportunity.

#### Building Maintenance, Furniture & Equipment:

- Monitor the fabric of the building by regular checks both internally and externally for defects, damage or breakdown reporting any major defects to the Manager.
- Undertake any minor repairs / improvements to the premises within the scope of your qualifications and experience.
- Carry out tasks to external areas of the premises including routine maintenance, rubbish removal, leaves clearance, lawn mowing, etc as required and discussed or identified.

#### Cleaning of the premises:

- Ensure the buildings are cleaned in accordance with the approved specification. (Attached)
- Carry out any emergency cleaning.
- To operate cleaning machinery and ensure tools and equipment are in good working order.
- During periods when the church premises are not used as much (i.e. school holiday) non-routine cleaning will be undertaken, this might include high level cleaning, deep cleaning, carpet cleaning, lawn mowing, etc.

#### Heating and lighting of the premises:

- Ensure that appropriate heating is provided for each activity in accordance with agreed protocols.
- Report any problems with the heating and lighting systems to the office.

#### Security:

- Ensure that the security of the premises is maintained.

#### Health and Safety:

- Have regard for your own Health & Safety and that of all using the premises and grounds.

#### Miscellaneous Duties:

- Undertake any other reasonable task requested by the Church Manager or other such authorised person to allow the efficient running of the premises

### Working Hours

The job is part time (12 hours) with some flexibility of working hours: some evening and weekend working required.

### Salary

- Wages are paid at £9.75 per hour (London Living Rate)
- Statutory leave entitlement is paid in accordance with current legislation, i.e the Working Time Directive.
- You will not be automatically enrolled in the Church's pension scheme as your earnings are currently below the qualifying threshold. If however you choose to join the scheme St James will make a contribution of 3% if your earnings are above the minimum threshold.

### Equal Opportunities

St James is an equal opportunity employer.

### Person specification/key competencies

The job holder must:

- Be able to reflect the ethos and mission of St James in all dealings with staff, church members and visitors
- Be able to effectively manage schedules of work
- Have good interpersonal skills
- Be able to work with and encourage a team of voluntary helpers
- Be well motivated, proactive and able to work with minimal supervision
- Demonstrate knowledge of basic repair procedures and use of the tools required.
- Demonstrate some knowledge of building maintenance procedures and be able to perform basic maintenance/repairs, showing an awareness of health and safety procedures
- Be able to climb stairs, use ladders and step ladders safely, and do medium to heavy work including lifting and moving of furniture
- Be able to attend appropriate training as required
- The successful applicant will be required to undertake a successful DBS check

## SPECIFIC RESPONSIBILITIES

The Church Cleaner's responsibilities include:

### 1. Community Hall

#### a) Weekly

- Dust the window sills; wash if needed. Dust the equipment on the stage, cupboards etc. Dust and vacuum the back room, and mop floor.
- Mop Hall Floor & Entrance Stairway
- Vacuum the carpet by the front door and water plants.
- Back Room. Dust and vacuum rug. Sweep/vacuum the floor and wash/mop.
- Clean Toilets, including basins, windows etc.
- Back Corridor and Steps. Sweep/vacuum and wash/mop.
- Kitchen. Disinfect all surfaces, sweep and wash/mop floor.
- Rubbish Bins. Empty bins and place recycling bins ready for collection.
- Ensure sufficient supplies of hand soap, toilet rolls and hand towels.

#### b) Monthly

- Wash walls and doors in the hall, including glass.
- Remove Cobwebs, especially in the back corridors and on the rough brickwork.
- Clean fittings, e.g. fire extinguishers, light switches, etc
- Ensure cleaning supplies are maintained.
- Polish floor, when required.

### 2. Church and Centre

#### a) Essential List/Weekly

- Empty bins in Toilets, Kitchen and Church centre
- Clean toilets, basins and floor. Ensure toilet roll, hand towels and soap supplies are sufficient.
- Check kitchen is clean, with surfaces disinfected and floor clean.
- Vacuum/sweep entire church, including under pews and around the pillars. Wash/mop the floor.
- Clean internal windows.
- Vacuum the office, empty rubbish bins. Clean office, back room and toilet.
- Clean and disinfect microwave, cupboard fronts and tray holder in the kitchen.
- Litter-pick outside, if needed.

#### b) Monthly

##### Church

- Wash pew shelves, vacuum under the seat cushions and polish.
- Wash each window sill and associated brickwork.
- Remove cobwebs.
- Vacuum/clean the pipe-work around the edge.
- Clean dirty kneelers/hassocks
- Wash and disinfect the walls and all fittings, including hooks, skirting boards, bins etc

##### Kitchen

- Deep clean appliances – cooker, microwave, fridge etc.
- Clean inside cupboards.
- Wash and disinfect tiles, walls and bins.

##### Church Centre

- Wash walls and address carpet stains.
- Ensure literature displayed is clean and tidy and in date.
- Ensure tables are cleaned properly.
- Ensure cleaning supplies are maintained.

Note: the above is not an exhaustive list. Other duties may be required depending on circumstances.