



Job Description and Person Specification

Job Description – Church Hall Caretaker/Cleaner

Key information

- Hourly rate £12.60 (Real Living Wage)
- Part time, 5 hours per week, (1 hour per day Monday to Friday)
- Statutory leave entitlement is paid in accordance with current legislation which is 5.6 weeks
- Reports to: Operations Director

Purpose of the role

To ensure that the church hall and associated facilities are kept to a high standard of cleanliness, using appropriate methods, tools and equipment, providing a safe and welcoming environment for the many community groups who use the hall throughout the week. The caretaker/cleaner plays a vital role in maintaining a welcoming, safe, and functional environment for all visitors and events.

Responsibilities

Cleaning Duties and General Administration:

- Ensure the building, including hall and meeting rooms, toilets, kitchen, and foyer are cleaned in accordance with the approved specification (to be supplied to successful candidate).
- Carry out any emergency cleaning.
- To operate cleaning machinery and ensure tools and equipment are in good working order.
- During quieter periods (such as the school holidays) non-routine cleaning will be undertaken; this might include high-level cleaning, deep cleaning, carpet cleaning, etc.
- Emptying of all waste appropriately, and setting out of external bins for waste removal from site.
- To monitor cleaning materials and to order supplies via the office when needed.
- Clean and restock supplies in bathrooms, including toilet paper, soap, and hand towels.
- Vacuum carpets, mop hard floors, and dust surfaces in all areas of the hall.
- To use and store cleaning chemicals in accordance with COSHH regulations.
- To complete daily timesheets, to be submitted to the Operations Director on a weekly basis.
- To undertake any other duties which could reasonably be expected within the remit of the role of Cleaner/Caretaker.

Caretaking, Building Maintenance and security:

- Monitor the internal fabric of the building by regular checks, reporting any issues to the Operations Director in a timely manner.
- Set up and rearrange furniture (e.g., tables, chairs) for events or services as per the booking schedule or instructions.
- Perform minor maintenance tasks, such as replacing light bulbs or reporting larger repair needs to the Facilities Manager.
- Monitor heating, ventilation, and other systems to ensure proper operation.
- Ensure the security of the building is maintained.

Miscellaneous Duties:

- Undertake any other reasonable task requested by the Operations Director or other such authorised person to allow the efficient running of the premises.
- Interact courteously with hall users, providing assistance or guidance where necessary.
- To be available to open up the buildings for outside bookings when required, particularly at weekends.

There will be opportunities for extra paid hours to assist with occasional cleaning duties in the church centre to cover absences by the church caretaker/cleaner.

Person Specification – Church Hall Caretaker/Cleaner

The post holder must:

- Respectful of the church's values and practices.
- Be able to reflect the ethos and mission of Emmanuel Loughborough in all dealings with staff, hirers and visitors.
- Be able to effectively manage schedules of work.
- Have experience in cleaning and maintaining commercial property.
- Have good interpersonal skills.
- Be well motivated, proactive and able to work with minimal supervision.
- Be able to climb stairs, use ladders and step ladders safely, and to do medium to heavy work including lifting and moving of furniture.
- To have experience of and or working knowledge of the various health and safety regulations including the safe operation of powered machinery, and the safe use and storage of cleaning chemicals.
- To be conscientious and reliable in their approach to work.

The successful applicant will be required to undertake a successful DBS check.