



## Job title: Caretaker/Cleaner

Responsible to: PCC of Emmanuel Loughborough

Accountable to: Operations Director

## Job purpose:

To ensure that the building and environment is clean and safe.

## Job Tasks:

Cleaning of the premises:

- Ensure the building, including offices, toilets, kitchen, church and church centre, 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, and setting out of external bins for waste removal from site.
- To monitor cleaning materials and to order supplies via the office when needed.

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.
- 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.
- To be available to open up the buildings for outside bookings when required, particularly at weekends.

## Working hours:

The job is part-time (10 hours per week), Monday to Saturday with a degree of flexibility; some evening work may be required.

## Salary:

- £9.90 (Real Living Wage) per hour
- Statutory leave entitlement is paid in accordance with current legislation

## Person specification/key competencies:

The job holder must:

- Be able to reflect the ethos and mission of Emmanuel Loughborough in all dealings with staff, church members and visitors

- Be able to effectively manage schedules of work
- 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
- The successful applicant will be required to undertake a successful DBS check