

**Job Vacancy**

**Cleaner/Caretaker**

**St Mary Magdalene Church Hall**

Initially 4 hours per week at Minimum Living Wage

St Mags are looking for a part time cleaner/caretaker who will ensure the rooms are kept cleaned to the highest standards, and ensure health and safety standards are maintained at all times.

Duties required:

- Ensure equipment's are cleaned, maintained and stored correctly
- Mopping
- Sweeping
- Dusting
- Vacuum cleaning
- Emptying bins
- Cleaning toilets/offices/halls
- And other general cleaning duties
- General upkeep such as changing lightbulbs
- Caretaker role requires face to face contact with our hirers to show them around the rooms for hire and for keys handover.

This job requires you to be flexible with your working hours and may require you to attend for some weekends/evenings.

You will receive extra payment for attending late evening hours.

*An application form can be obtained from the church office by either email [office@stmarymagdalene.org.uk](mailto:office@stmarymagdalene.org.uk) or by telephone on 01803 211868.*

**Closing date for completed applications will be on Thursday 22<sup>nd</sup> June at 5pm.**

**Proposed Interview date: Saturday 1<sup>st</sup> July 2017**