

### **Cleaner/Caretaker Job Description**

The successful applicant may be required to open and close the Church Hall for occasional hirers as required both during the week and at weekends. Regular hirers of the Hall have their own keys and do not need this service. General cleaning duties should be carried out during the week at times to fit in with the day to day use of the Hall. Further cleaning may be required at the weekend following Friday and Saturday night bookings depending on the condition in which the Hall has been left.

The hours worked should be flexible, consistent with the day to day use of the Hall and should, on average, take no more than 4 hours per week (this may be subject to change/increase).

#### **Responsibilities**

- Ensure equipment's are cleaned, maintained and stored correctly
- Mopping
- Sweeping
- Dusting
- Vacuum cleaning
- Emptying bins and ensuring recycling is maintained
- Cleaning toilets/offices/halls
- And other general cleaning duties
- General upkeep such as changing lightbulbs
- Maintenance: To ensure that the Operations Manager is promptly informed of any new maintenance issues.

#### **Supervision of Premises**

- To monitor the activities in the Hall to ensure that hirers comply with the Hall's Conditions of Hire and other statutory requirements.
- To ensure that the hall is securely locked up when not in use.
- Ensure heating is set to appropriate requirements of hall hirers.

#### **Bookings**

- Check cleanliness of booked facilities, including toilets, kitchen, tables and chairs.
- Check supply of consumable items – toilet rolls, soap, paper towels, etc.
- Meet hirer at the time of their booking and inform them of the following: Operation of lighting including hall, stage. Explain kitchen and toilet facilities. Explain Hall heating arrangements. Location of fire extinguishers and emergency exits. Agree procedure for locking Hall at the end of booking. At conclusion of booking inspect facilities to ascertain all is generally in an acceptable order – any damage to be brought to the attention of the hirer. Ensure that all is tidy for the next booking, particularly after late Saturday booking. Check cleanliness of fridge and that no food has been left, and that the kitchen is in a hygienic condition. Empty kitchen bins and washroom bins. Turn off water heaters in kitchen, toilets and bar. Turn off all lights. Lock Hall.

#### **Possible for Future**

- Cleaning of church.