

# Killowen Parish Church, Coleraine

Job Description: Church and Hall Cleaner/Caretaker

Responsible to: The Select Vestry

Report To: Rector/Glebe Warden

The cleaner is employed by the Select Vestry to maintain the cleanliness of the interior of the buildings so that they are ready for use by various organisations. You will be required to work in conjunction with the Rector and office bearers of a christian church.

## **Duties:**

1. Liaise with members of the public, parishioners who call to the hall/church premises in a professional and sensitive manner.
2. General cleaning, washing, dusting and polishing of all surfaces including stone, glass, brass and silver fixtures and fittings in both Maconachie Hall and Killowen Parish Church using appropriate materials and equipment.
3. Cleaning, washing and servicing toilets and kitchen areas.
4. Stripping and re-polishing floor areas.
5. Shampooing carpeted areas.
6. Removing graffiti, chewing gum or other substances from surfaces.
7. Be available for special cleaning and preparation for special events.
8. Cleaning / mopping up in event of emergency.
9. Emptying and cleaning of rubbish bins and removal of waste to designated collections points. Leaving bins out on Wednesdays for refuse collection early Thursday morning and return.
10. Be responsible for stock ordering of cleaning products, toilet rolls, paper towels etc.
11. Diary management with respect to use of halls as necessary.
12. Reporting all faults or damages to Rector's Glebewarden.
13. Removal of out-of-date posters and cleaning and clearing of notice boards.
14. Maintain the security and proper use of the building during working hours and leave building secure.
15. Carry out routine checks of fire alarm and lighting systems, as required. Check that extinguishers and other fire equipment are in correct position. Report all defects to Rector's Glebewarden.
16. Check First Aid Box is in position and replenish stock when required.
17. Store and use all chemical cleaning fluid in accordance with Safety Regulations.
18. Store all cleaning equipment in accordance with Safety Regulations. Check and report any defects to Rectors Glebewarden.
19. Any other duties as required with communication with the post-holder.

**At all times during the working day take into account the following policies:**

20. Always act in accordance with Safeguarding Trust Policy..
21. Observe Lone worker policy.
22. Observe No Smoking Policy.
23. Observe the Health and Safety at Work Act at all times.
24. Observe the principles of COSHH (Care of Substances Hazardous to Health).
25. Observe any other policies and risk assessments in place appropriate to the task being undertaken.

**General Information:**

Hours of Work:	16 hours per week.
Pay:	£10.00 per hour.
Holidays:	5.6 weeks holiday pro rata to working week.
Pension:	Option to join the Nest Pension Scheme subject to fulfilling criteria of requirements to join.
Probationary Period:	6 months from date of commencement of post.
To Apply:	Submit a copy of your CV addressed to The Secretary, Killowen Parish Church, Maconachie Hall, Killowen Street, Coleraine, BT51 3DD <i>detailing how you meet the Essential criteria in the Personnel Specification attached.</i>
Closing Date:	The closing date for receipt of cvs is 16/5/22

This Job description may be subject to alteration to meet any change in circumstances.

## Person Specification – Cleaner / Caretaker

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Cleaner / Caretaker

This form also indicates how the different requirements may be assessed during the selection process:

CV = CV (Curriculum Vitae), Int = Interview

Person Specification – Cleaner/Caretaker	Method of Assessment	
	CV	Int
<b>Essential Criteria for Shortlisting</b>		
<b>(Please ensure you detail on your cv)</b>		
1 year previous or current employment in a paid cleaning or Caretaker role for an organisation within the past 3 years (i.e detail your work in other people's homes, shops or buildings)	✓	✓
Eligibility to work in the UK	✓	✓
Plus at interview will be required to produce current valid passport If successful at interview produce evidence of right to work in the UK.		
<b>Knowledge and skills</b>		
Knowledge of the Health and Safety At Work Act		✓
Knowledge of storing cleaning materials		✓
Knowledge of the Principles of COSHH (Care of Substances Hazardous to Health)		✓
Knowledge and experience of cleaning in methodical way		✓
Ability to speak and write in English	✓	✓
Knowledge and experience of ensuring buildings are adequately secured		✓
<b>Self management/personal attributes</b>		
Able to work independently/part of team when required and use initiative to identify and prioritise tasks		✓
Ability to respond calmly in emergency or unforeseen event		✓
Good Organisational, Interpersonal and Communication skills		✓
A positive approach to tackling tasks		✓
Understanding of the need for professional confidentiality		✓
Good timekeeper		✓
<b>Special requirements</b>		
Able to work flexibly, including evening or week-end work		✓
Willingness to attend Safeguarding training / First Aid/Other Training as Required.		✓
Willing to undergo initial and regular AccessNI checks		✓
Any successful appointment is subject to 2 satisfactory references	✓	✓
Please detail the names and contact details of these referees in cv		