
Church cleaner

Job Description

Job purpose

To be responsible for maintaining the cleanliness of the areas designated to you within St. Mark's Church.

Job requirements and benefits

Role title	Church cleaner
Location	St. Mark's Church
Timings	5 hours per week with at least half the cleaning done on Thursday, dependent on church diary
Contract	Permanent, with the provision of successfully completing a 6-month probationary period
Salary	Real Living Wage. Currently £12 per hour, £3,120 per annum, subject to normal PAYE and NI deductions. The Employer will be responsible for normal deductions for employer PAYE/NI contributions.
Notice Period	You are required to provide St. Mark's with four weeks' notice if you intend to resign from your employment. You are entitled to receive four weeks' notice during the first five years of employment and after that one week's notice for each subsequent completed year of service, up to a maximum of 12 weeks' notice.
DBS	An enhanced DBS check is required
Other Benefits	A pension scheme is available

Key Attributes

Essential

- Knowledge of cleaning best practices
- Being physically capable of the duties listed in the Responsibilities section, which will include some lifting
- Carrying out duties safely and within Health and Safety regulations
- A keen eye for detail
- Ability to work effectively and supportively as a member of the church team
- Ability to work on your own initiative, dealing with any unexpected problems that may arise
- Ability to work in an organised and methodical manner
- To respect and support that St. Mark's is a Christian organisation

Desirable

- Experience of undertaking a range of cleaning duties
- Knowledge of COSHH regulations and safe use of chemicals
- Knowledge of operating cleaning equipment and dilution of cleaning materials
- A regular worshipping member of a Christian church

Responsibilities

- To ensure the cleanliness of designated areas, maintaining high and consistent standards
- To take personal responsibility for the standard of work carried out
- To vacuum, dust, mop, scrub, polish and buff designated areas on a weekly basis
- To check the toilets for soap and toilet paper replacing as necessary.
- To conduct periodic deep cleaning
- To clean mops, dusters and floor rags after use
- To ensure safe and adequate storage of cleaning materials and equipment
- To ensure Health and Safety compliance when using cleaning materials and equipment
- Liaise regularly with Church Office and Vicar to ensure the cleaning operates smoothly around both church events and outside lettings
- Report cleaning supplies requirements and stock levels to the Church Warden
- A willingness to clean any area of the church, Centre or Warehouse as requested by the Vicar or PCC
- A willingness to participate in training and development opportunities offered by St. Mark's
- To take initiative in performing cleaning and tidying tasks not specifically contained in the rota but requiring attention as part of maintaining overall high standards