



Rider Street • Burmantofts • Leeds • LS9 7BQ
Tel: 01132 431375 • Email: info@bccleeds.org • www.bccleeds.org

June 2022

Dear friend

CARETAKER/CLEANER

Thank you for your interest in applying for the post of Caretaker/Cleaner at Bridge Community Church. We are a long-established Church with a large campus and a congregation of over 1000 people including youth and children meeting on a Sunday. The focus of the post is to care for the site and premises and to support the activities of the church by assisting in setting up rooms etc. You should have a supportive attitude with a desire to help people to feel welcome and cared for when they come to our site.

I have enclosed

- An application form
- A Job description and Person Specification.

In completing the form, the interviewing panel will be looking for evidence that you have the essential experience, skills and personal qualities we are seeking. Illustrations of these and any outcomes would be helpful.

These should be included in the 'Reasons for applying' section and further pages can be added as required. You may also include an up to date and relevant CV if you wish. It may help you to add the essential criteria as headings to enable you to evidence each one individually.

The Closing date is **Monday 4th July** and interviews will be planned for mid-July.

The post will commence as soon as possible.

If you have any further questions, please do not hesitate to contact me.

Thank you once again for your interest.

Yours sincerely

Dave Kitchen

Dave Kitchen (HR Manager)

JOB DESCRIPTION

JOB TITLE:	Caretaker/Cleaner
Period of Employment:	Part Time
BASED AT:	Bridge Community Church, Rider Street, Leeds
SALARY:	£18,016 per annum (pro rata) - £9.56 per hour
Hours	15 Hours per week
REPORTING TO:	Facilities Manager
MAIN PURPOSE OF JOB	
<p>Our desire is that our site and their operation reflect our mission that 'The name of the Lord will be held in high honour' such that the appearance and function of our facilities is maintained to a high standard.</p> <p>To work as part of a team throughout the premises and site to ensure it is kept clean, tidy and maintained to a high standard.</p> <p>To work as part of a team to assist in the preparation for conferences and other events. Setting rooms up in preparation of church events.</p> <p>Some weekend working will be required</p>	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none">• Ensure premises and surrounding grounds are kept clean and tidy. This may include garden duties• Set rooms up as directed by the Conference team and Administration Department.• Ensuring the security of the site is maintained. Be responsible for opening up or locking up of the premises.• Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, room cleaning etc)• Complete documentation in relation to cleaning duties• Perform and document routine inspection and maintenance activities• Carry out heavy cleaning tasks and special projects	

- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs including Painting
- Carry out Maintenance tasks both internal and external such as cutting grass
- Stock and maintain supply rooms
- Cooperate with all members of the staff
- Follow all health and safety regulations
- Other adhoc duties as and when required.
- Expected to work some weekends

SKILLS AND EXPERIENCE

- Experience of carrying out cleaning to a high standard
- Ability of working on your own initiative
- Ability to communicate at all levels
- Appropriate levels of written skills
- Driving Licence required

PERSONAL QUALITIES

- Enthusiastic and positive approach to work
- Ability to work and participate within a team
- Pleasant personality and well presented
- Ability to work within the ethos and values of the Church