

JOB DESCRIPTION

JOB TITLE:	Caretaker/Cleaner
Period of Employment:	Full Time
BASED AT:	Bridge Community Church – Leeds
SALARY:	£
Hours	15 pw
REPORTING TO:	Operations 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 to ensure it is kept clean, tidy and maintained to a high standard. 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>	
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. On Occasions to 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.	

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 as there may be the occasion that you will be required to drive the minibus

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