

**United Synagogue Job Description**

**JOB TITLE:** Part Time Caretaker

**LOCATION:** Mill Hill Synagogue

**WORKING HOURS:** 25 hours per week, including evenings and weekends

**SALARY:** £13,260 – **(**£10.20 per hour)

**REPORTS TO:** Facilities Manager

**BENEFITS:** 20 days per annum (pro rata), plus Statutory Bank Holidays.

**There will be a requirement to work on Saturdays, Jewish Holidays if they fall on a weekend and possibly Bank Holidays** - a day off in lieu will be given for any Bank Holiday’s worked.

Childcare Vouchers

 Auto-Enrolled Pension

1. **MAIN PURPOSE OF JOB**

The jobholder will be responsible for carrying out all duties of a Caretaker/Cleaner both in respect of the normal use of the Synagogue premises and other premises owned or rented by Mill Hill United Synagogue.

##### SCOPE OF JOB

**NATURE & SCOPE**

* The role will require the post holder to understand the operations of the Synagogue and to help and support the administration and honorary officers deliver a high quality service that meets the expectations of the Synagogue’s members.
* To ensure standards of health & safety, cleanliness and tidiness are effectively maintained and monitored throughout the Synagogue and grounds.

##### DIMENSIONS & LIMITS OF AUTHORITY

To provide a variety of essential handyperson/cleaning/security functions to aid the smooth running of the Synagogue.

##### DUTIES AND RESPONSIBILITIES

**Cleaning & Set-Up**

* Carry out the general cleaning of the Synagogue premises and offices and the cleaning of the other properties owned or rented by the Synagogue. This includes the cleaning of the kitchen to include fridges, cookers, clearing up after Kiddushim and events, mopping floors, cleaning of toilets, windows, paintwork, shampooing of carpets, cleaning of brass and silver, and any other cleaning duties that may be required.
* Put out rubbish.
* Assist in the setup of the premises prior to the Sabbath and Jewish Festivals, to include setting up of chairs, tables, books and other items that may be required.
* Ensure that at all times all staircases & back of house areas are properly cleaned, tidy, unobstructed and safe and that the toilets are properly cleaned, in proper working order and fully stocked with toilet paper and hand towels.
* Ensure the grounds and landscape areas of the Synagogue are tidy, cleaned, and properly maintained.

**Security**

* To open and close the Synagogue as required for all activities as authorised by your Line Manager, Honorary Officers and Board of Management that take place on or within the Synagogue as directed, ensuring that the premises are kept secure at all times. Reporting all security matters immediately to the Office Management, Security Officers and/or Chairman and liaising with the police and security authorities as appropriate.
* Providing after school / evening cover during events or activities including security cover/ access for visitors/congregants.
* Attend meetings organised by Head Office or the CST to enhance your knowledge.

**Functions**

* Prepare the Synagogue premises and other rooms and facilities for weddings, socials, board or other type of meetings for use as directed ensuring areas are clean and tidy and furniture stored away after such events.
* Erect, dismantle, and store away the chuppah (wedding canopy) as and when required.
* Control all stocks of materials, food, and equipment used in the Synagogue and that they are stored away appropriately.
* Be responsible for the acceptance and signing for all deliveries (including those relating to the office in the absence of office staff) and ensuring that the delivery notes are correct and where there is a discrepancy taking appropriate action.
* When in sole charge of the premises, take overall responsibility for the safety of the premises and visitors, ensuring that any contractors (whether working on behalf of the Synagogue or on behalf of a client who has booked the Synagogue’s facilities) work safely and according to the guidelines issued.
* When in sole charge of the premises, to ensure that all alarms are set and closedown procedures are followed before locking securely.

**Maintenance**

* Working as part of the caretaking team, ensure that all the Synagogue premises are properly maintained, that all mechanical installations, boilers, heating apparatus and ventilation and other equipment are regularly maintained, safe, and in good working order. Undertake any repair and maintenance work and other reasonable duties in relation to properties owned and rented by the Synagogue.
* Report any defects and repairs to your Line Manager.
* Where so instructed to issue orders, monitor and supervise contractors to undertake building repairs and or maintenance work to installations and building.
* Monitor outside contractors who maintain fire and safety equipment in the Synagogue building reporting any problems to the Facilities Manager who will advise the Property Department of the United Synagogue Executive Office.

**Health and Safety**

* Ensure Health and Safety standards are maintained in accordance with United Synagogue policy.

**General**

* Carry out the instructions of the Honorary Officers and your Line Manager, in all matters appertaining to your duties set out above and any other duties that may arise from time to time to ensure the effective and proper operation of the Synagogue at all times.
* Assist any person collecting shiva (mourning) chairs and prayer books and provide reasonable assistance and services to the users of the buildings.
* In conjunction with the caretaking team, liaise with the Office team in the keeping of inventories of all equipment in the Synagogue (excluding the office area) and to report to your Line Manager any damage, breakages and loss and where appropriately instructed to carry out actions to rectify such situations.
* To work on bank holidays if it falls on a Shabbat or Jewish holiday, on a rota basis.

##### PERSON SPECIFICATION

* Fluent communication in English, both verbally and in writing.
* Proven experience as a caretaker, handyman, cleaner or security person.
* Proactively working as a team member contributing to the success of the wider team and experience of working alone.
* Proven experience of operating as key holder to building(s).
* Ability to work under pressure and to tight deadlines.

##### GENERIC DUTIES

* Committed to the aims of the United Synagogue and act as an ambassador for the organisation.
* Comply with The United Synagogue’s policy and procedures and code of expectations.
* Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors, or staff.
* Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy.
* Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development.
* Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post.
* Maintaining high levels of discretion and confidentiality at all times.
* This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder.
* This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue’s operational procedures.
* **Due to the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975.**
* **Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately.**