



United Synagogue Job Description

JOB TITLE:	Cleaner/Kitchen Assistant
LOCATION:	Central Synagogue
WORKING HOURS:	Part-time - 20 hours per week
SALARY:	£11,440 per annum
REPORTS TO:	Administrator
BENEFITS:	20 days holiday, pro rata, plus Bank Holidays Ride-to-Work Scheme Auto-Enrolled Pension

JOB PURPOSE:

The job holder will be responsible for carrying all duties of a Cleaner, ensuring the cleanliness of the buildings, furniture and equipment and helping out in the Kitchen with the Kiddush on Saturday mornings.

DUTIES AND RESPONSIBILITIES

- a) To be responsible for all the duties of a Cleaner both in respect of the normal use of the Synagogue premises and special functions. Those duties include (but are not limited to):
- b) Cleaning the kitchen, to include fridges, cookers, washing up after communal events, vacuuming and mopping of floors and attend to the cleaning of the Synagogue offices
- c) Ensuring that all toilets are checked and are left clean and tidy, soap, hand towels, toilet paper are replenished, if needed and make sure that all toilet cubicles are functioning and report any problems to the line manager
- d) Cleaning windows, paintwork, brass and silverware and ensure staircases are neat, unobstructed and safe
- e) Ensuring standards of safety, cleanliness and tidiness are effectively maintained and monitored throughout the Synagogue and grounds

- f) Supporting the team in the delivery of a high quality service that meets the expectations of the Synagogues members and other visitors
- g) Reporting all defects and repairs to the Line Manager
- h) Ensuring that all hazardous materials are securely stored
- i) Reporting shortages of any cleaning materials or supplies to the Line Manager
- j) Ensuring that all doors and windows are closed after an area is vacated
- k) Reporting any security concerns to the Line Manager
- l) Ensuring there is a full knowledge of safety requirements for all materials and products being used and to take the necessary precaution at all times
- m) The help with setting up the Kiddush after the service on a Saturday morning.

PERSON SPECIFICATION

The person to be appointed to this post should able to demonstrate the following:

The post holder will also be expected to be well organised and have good customer care skills. In addition the successful candidate will need to be self-motivated and adaptable:

- To be reliable, trustworthy, hardworking and friendly
- Ability to move equipment round the building
- Able to handle industrial cleaning and maintenance equipment
- Ability to work under pressure
- Good communication skills
- Proven experience as cleaner/housekeeping
- Must be available to work evenings
- Respectful of the needs of the Synagogue's ethos and values
- Appreciative of the security needs of the Synagogue

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 of 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**