



## United Synagogue Job Description

<b>JOB TITLE:</b>	Part-time Caretaker
<b>LOCATION:</b>	Shenley Synagogue
<b>WORKING HOURS:</b>	Part time -7 hours per week - Flexible Hours (incl. Saturdays and alternating shifts when required to cover evenings, weekdays and weekend working as prescribed by the Manager).
<b>SALARY:</b>	£3,276 per annum
<b>REPORTS TO:</b>	Chair or (designated Honorary Officer)
<b>BENEFITS:</b>	20 days holiday, plus 8 Bank Holidays (pro rota for part-time staff) Ride-to-Work Scheme Auto-Enrolled Pension Employee Assistant Programme

### JOB PURPOSE

The job holder will be responsible for carrying out duties of a Part-time Assistant Caretaker in respect of the normal use of the Synagogue premises for the safe and secure purpose of prayer, education, congregation and social development. Your role will be to carry out services, as instructed by the Manager ensuring security, maintenance, lighting and cleanliness of the buildings, furniture and equipment for members, users and organisations situated at the Synagogue (which term includes all buildings and areas within the campus both internal and external).

### DUTIES & RESPONSIBILITIES

Your overall duties will be as determined by the Honorary Officers.

On a day to day basis you will be expected to complete the tasks on your daily work schedule as attached or as amended should circumstances dictate and report to the [designated HO] on progress and keep them updated at all times.

You will be expected:

- To maintain a full inventory of property (including keys) belonging to the Synagogue
- When on duty, to undertake any weekly, monthly or annually regular maintenance checks, as instructed by the [designated HO Manager] that relevant written records are kept

- To ensure standards of safety, cleanliness and tidiness are effectively maintained and monitored throughout the Synagogue and buildings on site. This includes preparing the Synagogue and facilities for events, social, board or other meetings for use as requested by the Honorary Officers. After such functions / meetings / events etc to store away properly and correctly all furniture, equipment, Chupah etc as directed by the Manager and ensure that the areas are left clean and that the Synagogue is fully lit at all times when necessary
- To ensure all materials, food and equipment is properly and safely stored in storage locations and be responsible for the receipt of any delivery, ensuring the delivery notes are correct (including those relating to the office in the absence of office staff)
- When required, and as instructed, to issue orders, monitor and supervise contractors to undertake building repairs and or maintenance work to installations within the Synagogue, (including outside contractors who maintain fire, security and safety equipment), in conjunction with and reporting to the Community Manager/Honorary Officers as necessary
- To report to the [designated HO]/Community Administrator all defects, damages, breakages, and loss and where appropriate carrying out actions to rectify same as instructed
- When on duty to open and secure the Synagogue for all activities and after functions as required, using locks and other security devices on or within the Synagogue as authorised by the Honorary Officers. Where appropriate you will need to report all security matters immediately. To liaise with the police and security authorities at all times in the event of an emergency
- When required to check all external drains and covers are clear on a weekly basis reporting any blocked drains or broken drain covers to the [designated HO] and Community Administrator
- To ensure that mechanical installations, boilers, heating apparatus, toilet facilities, pipes and ventilation, drainage and other equipment are regularly maintained, safe and in good working order, clearing snow and ice from walkways and keep flooring dry and safe
- Undertake when instructed by your Manager to fix and repair handrails where necessary, and removal of stains from carpets and flooring. Remove and install cupboards and bookshelves and make good in all instances
- As requested by the Honorary Officers /Community Administrator to carry out minor maintenance and repairs, within the Synagogue
- To undertake any other reasonable duty as may be assigned being consistent with the nature of the job and its level of responsibility.

## PERSON SPECIFICATION

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

**Essential Qualities**

- A well-developed sense of responsibility
- To work well as a member of the Synagogue Team
- Well organised and have good customer care skills
- Self-motivated
- Flexible approach to working longer hours
- Sensitive to the needs of an expectant membership
- Respectful of the needs of the Synagogue's ethos and values
- Appreciative of the security needs of the Synagogue
- To be reliable, trustworthy, hardworking and friendly
- Ability to move furniture and equipment round the building
- Able to handle industrial cleaning and maintenance equipment
- Good communication skills
- Some previous experience of caretaking work
- Has some basic DIY experience

**Desirable qualities**

- To live locally
- Security experience would be advantageous

## **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**