



United Synagogue Job Description

POST:	Caretaker - X1 Permanent & X1 As and When Worker
WORKING HOURS:	35hours per week X1 - Flexible Rota Zero Hour X1 - As and When Required
ANNUAL SALARY:	£20,020 per annum £11/hour
REPORTS TO:	The role reports to the Office Manager
LOCATION:	Woodford United Synagogue
BENEFITS:	20 days holiday, pro rata, plus Bank Holidays & Jewish festivals when they fall on a normal working day Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension

1 MAIN PURPOSE OF JOB

The job holder will be responsible for carrying out duties of a Caretaker in respect of the normal use of the Synagogue premises.

2 SCOPE OF JOB

NATURE & SCOPE

- The role will require the job holder to understand the operations of the Synagogue and to deliver a high-quality service that meets the expectations of the Synagogue's members and stakeholders and to provide a friendly and helpful customer service to all building users and customers.
- To ensure standards of safety, cleanliness and tidiness are effectively maintained and monitored throughout the Synagogue and grounds

3 DIMENSIONS & LIMITS OF AUTHORITY

- To provide a variety of essential functions to include but not limited to room set up & breakdown for various events, security, cleaning and handyperson to aid the smooth running of the Synagogue.

4 QUALIFICATIONS

Essential - fluent communicator in English both written and oral

Desirable - nil

5 DUTIES and RESPONSIBILITIES

Event Support

- Prepare the Synagogue premises, rooms and facilities for all functions, events and activities ensuring areas are clean and tidy and furniture stored away after such events, to include the wedding canopy.
- Ensure all materials, food and equipment used in the Synagogue are stored appropriately.
- Be responsible for the receipt and storage of all deliveries, ensuring delivery notes are correct.
- Act as duty manager as and when required.

Health and Safety

- When on duty, to carry out daily Health & Safety site checks.
- Ensure Health and Safety standards are maintained in accordance with United Synagogue policy.
- Attend Health and Safety training as required.

Cleaning

- Ensure all areas of the building are appropriately cleaned and presentable at all times.

Security

- To open and close the Synagogue for all activities as directed by the Office Manager, ensuring that the premises are kept secure at all times.
- Reporting all security matters immediately to the Office Manager and liaising with the police and security authorities as necessary.
- Attend meetings and/or training sessions organised by Head Office or the CST to enhance your knowledge.

Maintenance

- Ensure that all the Synagogue offices are kept in good working order maintained, that all mechanical installations other equipment are regularly and appropriately maintained.
- Undertake any minor repairs and maintenance work as well as possible emergency repairs.
- Report any defects and repairs to the Office Manager. Where so instructed to issue orders, monitor and supervise contractors to undertake building repairs and or maintenance work to installations and building.

General

- Carry out the instructions of the Office Manager of the Synagogue 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.
- Provide reasonable assistance to all users of the buildings.
- To set up and maintain inventories of all equipment in the Synagogue and to report any damage, breakages and loss and, where instructed, carry out actions to rectify such situations.

You will be expected to work on a bank holiday if it falls on a Sabbath or Jewish holiday if required.

6 CONTINUOUS PROFESSIONAL DEVELOPMENT

The post holder is required to take a proactive approach to their own continuous professional development and to attend training and/or learning and development events as appropriate.

7 PERSON SPECIFICATION

Essential Qualities

- Previous experience in a similar role
- To be healthy, trustworthy, diligent, and friendly
- Ability to multi-task
- Sensitive to the needs of a diverse membership
- Respectful and appreciative of the Synagogue's needs and that of its members
- Good communication skills
- To be physically capable of moving furniture and equipment around the site

Desirable Qualities

- To live locally
- Previous security experience (training will be given)
- An understanding of and empathy with a minority or faith

Other

You will be expected in undertaking the above role to comply with any policies and procedures that United Synagogue may issue.

Any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility.

This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder.

October 2022