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## United Synagogue Job Description

**POST:** Cleaner/Caretaker

**LOCATION:** Pinner United Synagogue

**ANNUAL SALARY:** £9,267 per annum

**REPORTING TO:** Senior Caretaker

**WORKING HOURS:** 20 hours per week flexible as directed (including evenings and weekends).

**BENEFITS:** 20 days holiday, plus Bank Holidays pro rata, time off in lieu

Ride-to-Work Scheme

 Auto-Enrolled Pension

1. **MAIN PURPOSE OF JOB**

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

**2 POSITION IN ORGANISATION**

The role reports to the Senior Caretaker/Nominated person in the first instance

##### SCOPE OF JOB

* The role will require the job holder to understand the operations of Pinner Synagogue and deliver a high-quality service that meets the expectations of the service users and staff
* To ensure standards of safety, cleanliness and tidiness are effectively maintained and monitored throughout the premises and grounds

##### DIMENSIONS & LIMITS OF AUTHORITY

* To provide a variety of essential caretaking/cleaning functions to aid the smooth running of the site

**5. DUTIES AND RESPONSIBILITIES**

1. **Maintenance**
* Ensure that the entire site is kept in good working order and maintained, that all installations and/or other equipment is regularly and appropriately cleaned
* Undertake any minor DIY repairs and maintenance work as well as possible emergency repairs
* Report any defects and repairs to the Senior Caretaker/Nominated person
* Where so instructed to monitor and supervise contractors to undertake reasonable building repairs and or maintenance work to installations and building
1. **Health and Safety**
* When on duty, to carry out daily Health & Safety site checks as required
* Ensure Health and Safety standards are maintained in accordance with United Synagogue policy
* Attend Health and Safety training as required
1. **General**
* Carry out the instructions of the Senior Caretaker 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 premises at all times.
* Provide reasonable assistance to all users of the buildings
* To report any damage, breakages and loss and, where instructed, carry out actions to rectify such situations
* Be responsible for the receipt and storage of incoming / outgoing deliveries, ensuring delivery notes / receipts are retained if required
1. **Cleaning**
* Ensure all areas of the building are appropriately cleaned and presentable at all times

X

1. **Event Support**
* Prepare the premises, rooms and facilities for all functions, events and activities ensuring areas are clean and tidy and furniture stored away after such events

**6. Other**

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

**PERSON SPECIFICATION**

**EXPERIENCE**

## Essential

* Relevant experience directly appropriate to the role as a caretaker/cleaner
* Proactively working as a team member assisting all users of the site
* Ability to work under pressure and to tight deadlines

***Desirable***

* Previous roles within a community environment. X

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

**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.

**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**

**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.