



United Synagogue Job Description

JOB TITLE:	Assistant Caretaker
LOCATION:	Brondesbury Park United Synagogue
WORKING HOURS:	Part time - 20 hours per week to include regular shifts on Wednesdays, Fridays and Saturdays & additional shifts when required to cover evening, weekday and weekend events
SALARY:	£10,400 - £12,480 per annum (equivalent to £10-12ph), dependent on experience
REPORTS TO:	Head Caretaker & Vice Chair (Operations)
BENEFITS:	20 days holiday, plus 8 Bank Holidays (pro-rotta for part-time staff) Ride-to-Work Scheme Auto-Enrolled Pension Employee Assistant Programme

KEY TASKS & RESPONSIBILITIES OF THE ROLE

Purpose of the Job

- To provide a variety of essential handyperson, cleaning, set-up, maintenance and security functions to aid the smooth running of the Synagogue and the on-site weekday nursery.
- The role will require the job holder to understand the operations of the Synagogue and to help and support the Head Caretaker, Honorary Officers, Synagogue Administrator and Events Coordinator to deliver a high-quality service that meets the expectations of the Synagogue's members, visitors and stakeholders
- To ensure the highest standards of safety, cleanliness and tidiness of the building, furniture and equipment are effectively maintained and monitored.

Key Responsibilities

Maintenance

- Together with the Head Caretaker, ensure that all areas of the Synagogue and grounds are kept in good working order and that all mechanical installations other equipment are regularly and appropriately maintained.
- Undertake any weekly, monthly or annual regular maintenance checks, as instructed by the Head Caretaker/Honorary Officers ensuring that relevant written records are kept
- Undertake, when instructed by the Head Caretaker any minor repairs and maintenance work as well as possible emergency repairs.
- Report any defects and repairs to the Head Caretaker, Synagogue Administrator and/or Honorary Officers.
- In the absence of the Head Caretaker, where so instructed to issue orders, monitor and supervise contractors to undertake building repairs and or maintenance work to installations and building.

Health & 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.
- Bring to the attention of the Head Caretaker / Honorary Officers 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.

Cleaning

- Assist with regular cleaning after services, nursery / classes, festivals and events.
- As required, oversee contract cleaning staff.

Security

- Key holder: To open and close the Synagogue for all activities as directed by the Head Caretaker, ensuring that the premises are kept secure at all times.
- Reporting all security matters immediately to the Head Caretaker, security team and/or Synagogue Administrator and liaising with the police and security authorities if necessary.

Event Support

- Prepare the Synagogue premises, rooms and facilities for all functions, events, festivals 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 (including those relating to the office), ensuring delivery notes are correct.
- Act as duty manager as and when required.

General

- Carry out the instructions of the Head Caretaker, Honorary Officers and Synagogue Administrator in all 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.
- Carry out the duties of the Head Caretaker whilst they are not on the premises.
- Provide reasonable assistance to all users of the building.
- Support the Head Caretaker in the keeping of 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.

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

Person Specification / Essential Qualities:

- Some previous experience of caretaking work
- Strong sense of responsibility - reliable, trustworthy, hardworking, diligent and friendly
- Ability to multi-task and take the initiative to prioritise and deal with issues
- Able to handle industrial cleaning and maintenance equipment
- To be physically capable of moving furniture and equipment around the building
- Respectful and appreciative of the Synagogue's needs and those of its members
- Maintains high levels of discretion and confidentiality at all times
- Good communication skills
- Fluent communicator in English both written and oral
- Flexible approach to working longer hours / overtime