**United Synagogue Job Description**

**JOB TITLE:** Residential Caretaker Job Description

**LOCATION:** St Johns Wood United Synagogue

**WORKING HOURS:** 40 hours per week, including evenings and weekends

# SALARY: Depending on experience

# Accommodation provided suitable for one person or a couple

**REPORTS TO:** Synagogue Administrator

**BENEFITS:** 20 days holiday, plus 8 Bank Holidays

Ride-to-Work Scheme

 Auto-Enrolled Pension

**JOB PURPOSE**

You are responsible for the proper carrying out of all the duties of a caretaker both in respect of the normal use of the Synagogue premises and special functions. This includes overseeing the security, health and safety, cleaning and maintenance of the Synagogue building and grounds both inside and out. For example, the school areas, administrative offices, reception halls, kitchens and WC areas.

**DUTIES & RESPONSIBILITIES**

Your duties will be as determined by the Synagogue Administrator in conjunction with the Honorary Officers.

Those duties include (but are not limited to):

1. Carrying out the instructions of the Administrator/Honorary Officers/Rabbinic Team of the Synagogue
2. To be responsible for opening and locking up procedures
3. To ensure, in conjunction with the Security Officer, that the Synagogue complex is kept secure at all times and that the alarms are properly set. To report all security matters immediately to the Synagogue Administrator/Honorary Officers/Security Officer. To liaise with the police and security authorities at all times in the event of an emergency.
4. To ensure that heating, boilers and equipment are correctly turned on/off at the appropriate times, are working affectively and ensure together with the Administrator that annual checks are made with the authorised maintenance company.
5. On Fridays, Saturdays and all Jewish High Holidays ensure that all lighting/heating are correctly switched on and off as required.
6. On Saturdays (Sabbath), High Holy Days and when in house functions take place (eg Bridge, Elderly lunch) you are required to assist with, prepare and put out when needed. To clear tables and dismantle them, wash up and store away all china, glasses etc and ensure that the SBH, MGH, DWH and other areas of the building are clean and tidy.
7. Preparing the Synagogue premises and other rooms for weddings, social events and Council meetings etc authorised by the Administrator/Honorary Officers and cleaning the same after the function has terminated.
8. To ensure that outside caterers are aware of and comply with the rules and regulations of hall hire and ensure that they understand the working instruction with regard to kitchen appliances. To ensure that caterers leave the kitchen in a reasonably clean state.
9. To control all cleaning materials, catering equipment etc (except those relating to the Kindergarten and office areas) used in the Synagogue and ensure that they are properly, correctly and safely stored in the appropriate storage locations.
10. To erect, and dismantle and store away the chupah in the Synagogue as required and ensure that the Brides’ Room is clean and prepared prior to a wedding ceremony.
11. To clean, and to supervise any other cleaners hired to carry out the cleaning, of the Synagogue complex and that the complex is as a whole properly cleaned, and to ensure that at all times all staircases are properly cleaned, tidy, not obstructed and safe.
12. To ensure that at all times all the toilets throughout the Synagogue complex are properly cleaned, in proper working order and fully stocked with toilet paper, towels, soap etc.
13. To report all defects and repairs to the Synagogue Administrator/Honorary Officers of the Synagogue.
14. Carrying out such minor and emergency repairs/defect to building etc, in the Synagogue complex as might reasonably be expected to be in the competence and knowledge of a caretaker (all necessary materials or cost thereof will be provided by the Synagogue)
15. To liaise with the Synagogue Administrator in the keeping of inventories of all equipment in the Synagogue complex (excluding the office area) and to report to the Synagogue Administrator all damage, breakages and loss and, where appropriately instructed, to carry out actions to rectify such situations.
16. To be responsible for ordering cleaning stores and water as and when needed.
17. Keeping the grounds tidy and in good order, cleaning all gullies.
18. Every 3 months to launder net curtains in the building and to clean or arrange the cleaning of the insides of those windows other than those in the MGH, DWH, DFH and main function reception landing. To launder tea towels and tablecloths as required.
19. To speak in a polite and responsible manner to all other people, including visitors and staff.
20. To test the fire alarm and emergency lighting weekly, and maintain the log.
21. To maintain the kitchen hygiene log
22. To co-ordinate with all contractors on site and report visitors to the Administrator.

**PERSON SPECIFICATION**

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

**EXPERIENCE**

* Proven experience as a caretaker including general maintenance
* Proactively working as a team member contributing to the success of the wider team

SKILLS

* Ability to be well organised in order to work under pressure and to tight deadlines
* Good customer care skills.
* Ability to use initiative
* Self-motivated and adaptable
* 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 spoken English

**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**