



## United Synagogue Job Description

<b>POST:</b>	Senior Caretaker
<b>LOCATION:</b>	Pinner United Synagogue
<b>ANNUAL SALARY:</b>	£25,000 per annum depending on experience
<b>RESPONSIBLE FOR:</b>	Caretakers
<b>WORKING HOURS:</b>	40 hours per week flexible as directed (including evenings and weekends).
<b>BENEFITS:</b>	20 days holiday, plus Bank Holidays or 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 duties of a Lead Caretaker in respect of the normal use of the Synagogue premises.

### 2 RESPONSIBLE TO

The role reports to the Nominated Honorary Officer / Board Member

### 3 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.
- To ensure standards of safety, cleanliness and tidiness are effectively maintained and monitored throughout the Synagogue and grounds.

- To support emergency situations, such as fire evacuations, operate a fire panel/system;
- Delivery and recording of statutory testing, such as: emergency lighting; water temperature tests; fire alarm tests.
- Undertaking general caretaking core duties, includes but not limited to cleaning; general maintenance: portage of curriculum materials around site
- Physically fit, to enable such duties as: manual handling; working at height; mobility around the site; moving furniture around the complex

#### 4 ***DIMENSIONS & LIMITS OF AUTHORITY***

- To take the lead on a variety of essential handyperson/cleaning/security functions to aid the smooth running of the Synagogue.
- To supervise the Caretaking Team.
- Liaise with external contractors

#### 5 ***QUALIFICATIONS***

**Essential** - fluent communicator in English both written and oral

**Desirable** - nil

#### 6 ***DUTIES and RESPONSIBILITIES***

##### **Maintenance**

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

##### **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.

##### **General**

- Carry out the instructions of the Office Manager of the Synagogue or the Nominated person 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 with a smile.

- 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.

#### **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 relevant person and liaising with the police and security authorities as necessary.
- Attend meetings and/or training sessions organised by the Office Manager/Head Office/ Community Security Trust (CST) to enhance your knowledge.

#### **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 securely & safely after such events.
- 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.

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

## **7 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**

## PERSON SPECIFICATION

### *Essential Qualities*

- Previous experience in a similar role
- Proven experience of supervising a team
- 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
- 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.