

**Cleaner required for busy church hall complex**

7.30-9.30am Monday to Friday

20 days holiday plus Bank Holidays (3 days to be taken between Christmas and new year)

£11 /hr

You need to be:

Punctual

Able to follow a cleaning schedule

Able to work without supervision

Reasonably fit

**Closing date for applications Friday 27th October**

**To start work Monday 13 November**

Application form and full job description available on our website <https://www.st-marks.net/about/meettheteam>  or from the church office [office@st-marks.net](mailto:office@st-marks.net) or call in between 9am & 1pm Monday – Friday. Return to St Mark’s Church, St Mark’s Road, Leamington Spa, CV32 6DL, or you can email or deliver to the church office by hand (there is a letter box outside the doors to the hall).

If you would like an informal chat or to look at the hall complex please contact the church office 01926 421004 or email [office@st-marks.net](mailto:office@st-marks.net)

**St Mark’s Cleaner Job Description**

**Purpose**

Cleaning is an important role, supporting and enabling all elements of the life of the church. You will fulfil the day-to-day cleaning function ensuring that the building is a clean and welcoming place for all.

**Accountability**

The cleaner will be accountable to the PCC as employer through their line manager, the Office Manager.

**Terms and Conditions**

* Part-time – 10 hours per week, to comprise of 2 hours a day Monday-Friday 7.30- 9.30am. There *may* be scope for flexibility during school holidays when the rooms are less busy. An earlier start time would be possible.
* There will be a 6-month probationary period relating to the job description.
* Salary - £11 per hour . Pension information available on request.
* 20 days annual leave, plus bank holidays. (3 days to be taken between Christmas and the new year.)

**Duties and Responsibilities**

**(frequency varies from weekly to monthly and list may be revised if necessary)**

Sweep and damp mop hall floor

Clean and disinfect toilet pans, seats and lids and children’s toilet seats and steps

Clean hand basins, taps and surrounds

Wet mop toilet, kitchen, lounge, committee room and coffee point floors

Empty all rubbish bins: toilets, kitchen, lounge, hall

Vacuum entrance hall and corridors, lounge, committee room rugs, office, vestry, stairs and upper room

Clean mirrors, splash marks from toilet walls and doors and finger marks from glass doors, paintwork, light switches etc

Clean sink and drainer unit in coffee point and fridge, sinks and drainers in lounge

Clean kitchen fridge, sinks and disinfect kitchen floor

Make sure there are enough toilet rolls, paper towels, soap available

Monitor stock levels of above and other cleaning products

Dust furniture, fittings, radiators, ledges, window-sills in all rooms and corridors, remove cobwebs

Deep cleaning of rooms and other tasks may be required from time to time

All cleaning materials and PPE provided.

**Person Specification**

This post involves working within a Christian community therefore, an understanding and acceptance of these values is essential. We have a large number of visitors to the building, so whilst taking pride in your work, you will need to accept that unfortunately not everyone always treats the building as we would wish.

**Personal Qualities**

• To be very reliable, punctual and trustworthy;

• To be able to follow a cleaning schedule without supervision;

• To be physically able to undertake the tasks required;