



Job Description

Job Description: Church Cleaner
Hours: 8 hours per week
Location: Maybridge Community Church, Worthing, West Sussex
Salary: Level 2
Reporting to: Operations Director
Direct reports: N/A

Occupational Requirement

Applicants must have the right to work in the UK.

Purpose

To provide an efficient and effective cleaning service, ensuring high standards of cleanliness and hygiene are maintained across the church building so that it is a safe, welcoming, and well-presented space for all who use it.

Main Duties

Communication & Relationships

- *Providing and receiving routine information orally to assist in undertaking own job.*
- *Communication is mainly with work colleagues.*
- Friendly and approachable, with the ability to welcome visitors on occasion.

Planning & Organisation

- *Organises own day to day work tasks and activities.*
- Carry out cleaning tasks to the required standard as directed by the Operations Director and/or Finance & Buildings Administrator.
- Maintain a high level of cleanliness throughout the building on a regular basis.
- Empty bins and dispose of waste appropriately.
- Vacuum, mop, and sweep floors.
- Clean toilets and washrooms regularly, replenishing toiletries as required.

Policy & Ministry Development

- *Follows policies in own role which are determined by others, no responsibility for ministry development, but may be required to comment on policies or procedures or possible developments.*

Financial & Physical

- *Responsible for the safe use of equipment other than the equipment they personally use.*
- *Responsible for maintaining stock control and/or security of stock.*
- *Ensure the cleaners' cupboard and equipment are kept clean, tidy, and stocked.*
- *Use cleaning products and materials safely and economically, in line with COSHH regulations.*
- *Inform the Finance & Buildings Administrator when cleaning supplies are running low.*

Human Resources

- Not applicable.

Other

- Flexible in duties and hours, especially to support special events (e.g. weddings, funerals, meetings).
- While not required to be a church partner, must be sympathetic to the vision and values of Maybridge Community Church.
- This is not an exhaustive list. Other reasonable duties may be required that are consistent with the scope of the role and the needs of the church.

PERSON SPECIFICATION

Key: A=Application/I = Interview

Person Specification		Essential	Desirable
A)	Knowledge & Experiences		
1.	<i>Knowledge, training and experience: Understand a small number of routine work procedures which could be gained through a short induction or on the job instruction</i>	I	
2.	<i>Freedom to Act: Is guided by standard operating procedures and established precedents and understands what results or standard are to be achieved</i>	I	
3.	<i>Spiritual knowledge – demonstrating understanding that this is a Christian organisation</i>	I	
4.	Has the knowledge and experience to carry out cleaning duties effectively (previously: Is able to carry out cleaning duties requiring physical effort)	A	
5.	Has the knowledge to use cleaning products and equipment safely and effectively (previously: Use cleaning products and equipment safely and effectively.)	A	
B)	Skills		
1.	<i>Analytical & judgemental – judgements involving straightforward job-related facts or situations</i>		I
2.	<i>Mental effort – general awareness and sensory attention; normal care and attention, and occasional requirement for concentration where the work pattern is predictable with few competing demands for attention</i>		I
3.	<i>Emotional effort – not applicable</i>		
4.	<i>Pastoral care – is friendly and welcoming to all they meet whilst undertaking their duties</i>	I	
5.	Takes responsibility for own health and safety and that of others while carrying out cleaning duties.	A	
6.	Maintain confidentiality in respect of church-related matters.	A	
7.	Works with attention to detail	A	
8.	Reliable, trustworthy, and responsible.	A	
9.	Observant and aware of activities within the church building.		I