



## Cleaner at Lutterworth Methodist Church

### Job description

<b>Job Title:</b>	Cleaner
<b>Employee at:</b>	Lutterworth Methodist Church in the East Mercia Methodist Circuit.
<b>Location:</b>	Lutterworth Methodist Church, Bitteswell Road, Lutterworth, LE17 4EL
<b>Responsible to:</b>	The Employee will be employed by East Mercia Circuit Meeting and will be under the day to day supervision of the Church Treasurer.
<b>Purpose and Objectives:</b>	To carry out cleaning duties within the church complex, to ensure general cleanliness and hygiene of the church and ancillary premises.
<b>Main Responsibilities:</b>	<p>To keep the church and ancillary premises tidy and clean to a good standard including:</p> <ul style="list-style-type: none"><li>• Clean the kitchen including all work surfaces and washing the floor.</li><li>• Clean all toilets including all sanitary ware, and washing the floors.</li><li>• Clean entrance area, including dusting sills and shelves where accessible, vacuum clean the carpet and hard floor.</li></ul>

#### As Required

- Purchase when necessary cleaning and other products
- Report any breakages or damage to the Property Steward
- Liaise with Property Steward regarding specific additional specialist cleaning that may need to be organised (eg Annual deep clean of kitchen)
- Any other duties and responsibilities, identified by the Church Treasurer that are within your capabilities and level of responsibility, in order to meet the needs of the church.

**Terms and conditions:**

- The remuneration will be £12.00 per hour paid monthly.
- Normal working pattern:
  - 2.5 hours per week, times by arrangement.
- Any expenses incurred in respect of purchasing cleaning products will be reimbursed
- 12.5 hours statutory annual leave entitlement per year (equivalent to 5 working weeks), and public holidays pro rata.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a three-month probationary period.
- The appointment will be subject to “Right to Work” checks under The Immigration, Asylum and Nationality Act 2006. A passport or other documents must be provided.
- You will be required to comply with the Church Safeguarding policy and Health and Safety Policy.