



Cleaner at The Chapel Newbold

Job description

- Job Title:** Cleaner
- Employee at:** The Chapel Newbold in the East Mercia Methodist Circuit.
- Location:** The Chapel Newbold, Main Street, Newbold on Avon, Rugby CV21 1HH
- Responsible to:** The Employee will be employed by East Mercia Circuit Meeting and will be under the day to day supervision of the Wellbeing Enabler.
- Purpose and Objectives:** To carry out cleaning duties within the church complex, to ensure general cleanliness and hygiene of the church and ancillary premises.
- Main Responsibilities:** To keep the church and ancillary premises tidy and clean to a good standard including:
- Clean the kitchenette including all work surfaces and washing the floor.
 - Clean all toilets including all sanitary ware and washing the floors.
 - Clean entrance area, including dusting sills and shelves where accessible, brush and wash the hard floor.
 - Clean the kitchen and Food Pantry floors.
 - Fortnightly clean the hall floor and dust and clean prayer room floor.
- As Required**
- Purchase when necessary, cleaning and other products
 - Report any breakages or damage to the Wellbeing Enabler
 - Liaise with the Wellbeing Enabler 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 – these should be supported by receipts.
- 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.