



## **WILLOWFIELD PARISH CHURCH PERSON SPECIFICATION**

<b>JOB TITLE</b>	Facilities Cleaner
<b>REPORTS TO</b>	Facilities and Operations Manager
<b>RESPONSIBLE TO</b>	Facilities and Operations Manager
<b>LOCATION</b>	Willowfield Parish Church and its Halls/Facilities

### **ESSENTIAL CRITERIA:**

1. Full commitment to the ethos and vision of Willowfield Parish Church.
2. Previous experience of cleaning to a high standard.
3. Flexibility around hours worked to meet the needs of a busy and active Church.
4. Physical competency to perform the required tasks.

### **DESIRABLE CRITERIA:**

1. Experience of cleaning in a busy multi-location environment.
2. Experience of working/volunteering in a Church environment.

## **WILLOWFIELD PARISH CHURCH JOB DESCRIPTION**

### **BACKGROUND**

Willowfield Parish Church is a growing and vibrant church in inner East Belfast. The Church endeavours to offer support, help, discipleship and encouragement, to reach people in real ways for Christ and His Church. To continue to meet needs and serve the parishioners and local community we require a Facilities Cleaner to work as part of the Operations team.

### **POST**

**Facilities Cleaner (25 hrs per week)**

### **SALARY SCALE**

£ 11,648 per annum (£ 8.96 per hour)

### **BASE**

**Willowfield Parish Church Premises**

### **REPORTS TO**

Facilities and Operations Manager

### **RESPONSIBLE TO**

Facilities and Operations Manager

### **PURPOSE**

To ensure that designated premises are effectively cleaned and tidied in a timely manner to enable the smooth running of programmes, activities and events.

## Key Duties

### Key Roles, Tasks and Responsibilities

#### **Floors – All rooms and passageways**

Wooden floors & tiled areas – sweep and mop on daily basis.  
Carpeted areas – Hoover on daily basis.

#### **Kitchen facilities**

Empty all bins and provide new liners.  
Remove all rubbish and/or recycling materials to the appropriate place.  
Work surfaces should be thoroughly cleaned and wiped dry.  
Sinks cleaned and dried.  
Leftover food disposed of.  
Items left on worktops removed.  
Glazed tiling splash backs should be wiped down.  
Water boilers, cooker, oven & coffee machine must be cleaned externally.  
Kitchen items returned to the appropriate place.

#### **Other Duties**

Clear out-of-date food from the fridge.  
Launder drying cloths & dish/cleaning cloths.  
Check for supplies of washing-up liquid, blue paper roll, binbags, etc  
Report any breakages.

#### **Windows / Glazing**

Offices/meeting room windows and sills cleaned and polished.  
Entrance/meeting room doors cleaned & polished.

#### **Furniture**

All furniture dusted, wiped and stains removed.  
All tabletops cleaned.  
Any breakages/damage reported.

#### **Bins**

Wastepaper bins to be emptied daily.  
Paper recycling bin in Office to be emptied when appropriate.  
Council bins to be left out & collected on a weekly basis.  
Paper recycling bin to be left out & collected on a weekly basis.

#### **Toilets**

Floors to be mopped on a daily basis.  
Toilets, sinks, mirrors & walls to be thoroughly cleaned on a daily basis.  
Bins to be emptied.  
Toilet rolls & soap to be kept topped up.

#### **Outside Area**

Area around the buildings to be kept clean and tidy and free from litter, weeds and moss.

### **Other Duties**

- To monitor & report supplies of cups, plates, toilet rolls, etc when necessary.
- Room set-ups, when required.
- To report any damage/breakages.

### **GENERAL RESPONSIBILITIES**

- Be flexible around hours worked ensuring available around special programmes, Sunday services and the major Christian Festivals.
- Working as part of the Operations team the post holder will be expected to contribute to the overall performance of the team. This may on occasions include providing a level of cover or additional support for other staff.
- The post holder will also be required to exercise sensitivity and provide a level of pastoral support as appropriate when dealing with individuals who contact church office premises. It is therefore considered that it is a Genuine Occupational Requirement that the person appointed to this post is fully committed to the ethos and vision of Willowfield Parish Church.
- All duties must be carried out in compliance with health and safety policy and statutory regulations.
- The post holder will be responsible for all records held or created as part of their role and in discharging their duties he/she will be required to ensure that they comply with the provisions of the Data Protection Act 1998.

**This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.**