

# Westborough United Reformed Church Cleaner

Job Description: To provide cleaning services at Westborough Church

## Main Duties:

- Be responsible for ensuring that the Church premises are cleaned and ready for all services and other activities
- Undertake cleaning duties as required
- Clean the internal face of external windows and other internal glass within the limitations of safe working practice
- Spot clean spillages
- Wipe furniture, ledges, pipes, paintwork, doors and polish mirrors and door glass
- Empty and clean bins and put out wheelie bins for collection
- Clean toilets including sanitary fittings and surrounds
- Kitchen: clean sinks, cooker, microwave and fridge. Clean and sanitise worktops. Wipe down cabinets as necessary
- Mop hard floor surfaces and Hoover carpets
- Organise twice-yearly cleaning days
- Check and close windows, switch off lights after work
- Store and maintain all cleaning equipment in a safe and clean manner
- Replenish toilet rolls, hand towels, hand wash and urinal blocks
- Purchase supplies of cleaning materials and Communion wine, tea, coffee, squash and sugar
- Report any necessary repairs in a timely fashion to the Administrator
- Report any user issues or problems to the Administrator
- Comply with the requirements of Health & Safety, other relevant legislation and church policies
- Undertake other duties commensurate with those of a cleaner as requested

## Hours:

Days and times to be agreed, on average 4 hours per week. Flexibility is appreciated, to work around church bookings.

## Salary:

Real living wage (currently £9.50 per hour)