



‘a church for all - a place for you’

Church and Hall Cleaner (Part-Time) Role Description

We are looking for someone to provide efficient and effective cleaning of St Andrew’s Church and the Church Hall, ensuring both buildings are kept clean for regular use by the church and wider community. The Church building comprises two worshipping spaces (the old and new church), with a vestry and toilet. The Church Hall consists of a large hall, kitchen, toilets, store room and office facilities.

Main Responsibilities

The main responsibilities of the role are:

- Sweep all floors and vacuum carpets, and wash floors when needed.
- Dust and polish chairs and pews, lecterns, carvings, tops of doors and all available ledges and surfaces.
- Clean all toilets and sinks.
- Replenish toilet rolls and refill soap dispensers.
- Clean kitchen sink, floor and surfaces.
- Clean glass door and glass of other doors.
- Empty rubbish bins.
- Sweep cobwebs away as required.
- Sweep leaves and debris from around entrances.
- Adhere to all health and safety requirements.
- Report damages or breakages to Church Office.
- Order supplies through the Church Office.

Line Manager

You will be employed by St Andrew’s Eaton Parochial Church Council, and responsible to the Churchwardens.

Working Hours

8 hours per week, to be agreed with your line manager. Some flexibility will be required in undertaking the weekly duties to provide for additional services such as weddings and funerals.

Salary

£12.60 per hour for 8 hours a week. There will be a three-month probationary period, during which appropriate Safeguarding training will need to be undertaken.

Holidays

Statutory Bank Holidays, plus four weeks' annual leave (pro rata).

Personal Specification

- Trustworthy as this role is a keyholder
- Ability to handle cleaning equipment
- Physically able to undertake the tasks required
- Self-motivation and ability to take initiative to see when tasks need to be completed without direct supervision
- Good interpersonal skills, able to welcome visitors to the church from time to time
- Reliable and thorough in approach
- To take pride in keeping St Andrew's church and hall clean and welcoming

To Apply

Please send completed application form to the Office Administrator, Ruth Thorp, at office@eatonchurches.org.uk, or by post to:

St Andrew's Church
41 Church Lane
Eaton
Norwich NR4 6NW

The closing date for applications is midday on 12th March.

Interviews will be on Tuesday 25th March.

Start date: 22nd April (but can be flexible)