

Housekeeping job description

Holidays: BH + 5.6 weeks

**12 - 15 hours per week to be arranged at a time that suits the church and candidate.
To be split over at least 3 days.**

Line manager: Administrator

This job is about;

- (i) Overseeing the cleanliness, tidiness, and organisation of the three kitchens**
- (ii) Overseeing the tidiness of the building's shared areas and storage**
- (iii) Supporting the caretaker as necessary, particularly in regard to ensuring the building is ready for use throughout the week and the weekend, to include funerals and weddings**
- (iv) Cleaning the main kitchen and the 'nursery' side of the building weekly**
- (v) Cover for the cleaner when they are on holiday**

Buildings

- Ensure the kitchens are well organised and labelled
- Ensure the kitchens are well stocked with washing up liquid etc.
- Ensure the first aid kits and Food Hygiene forms are easily accessible and stocked up in the kitchens
- Ensure all public areas (including storage areas) are kept tidy, particularly after events

Cleaning

- Clean the Sunday School rooms, kitchen, children's toilets and rear stairwell weekly

Events and special services

- Work with the caretaker and cleaner to ensure the building is clean, tidy and ready before, during and after events and special services.
- (For the right candidate) Lock up after the evening service, possibly on a rota basis.
- Work with the caretaker and cleaner to make sure the building is locked up after special events
- Layout of rooms / auditorium for courses and events e.g. Alpha
- Help with baptism services to ensure they run smoothly

Signed by employee:

Date:

Signed by line manager:

Date: