



**Post title:** Church cleaner  
**reports to:** Church administrator Mrs.Rebekah Ridge

**Overall purpose of job:** to provide the highest levels of cleanliness at Wadsley parish church via agreed cleaning schedule.

### **Key roles tasks and responsibilities**

**Floors** All floors i.e. church building, kitchen, toilets to be either vacuumed, swept and mopped as appropriate for surface.

**Glass** all glass windows in the reception area of church to be cleaned with kitchen roll and glass cleaner. Wooden frames to be wiped with a damp cloth.

**Kitchen** Empty all bins and replace liner, remove all rubbish and recycling to the bins at the top of the driveway. Work surfaces should be wiped thoroughly using a sanitising spray, as should cupboard doors. Any pots left in the sink or on the drainer should be washed, dried and put away in the correct place. The outside of the waste bins should be wiped clean. The fridge and microwave should be cleaned once per fortnight.

**Toilets** Toilet bowls should be scrubbed with a toilet brush and bleach or toilet cleaner, toilet lid, rim and seat should be wiped with sanitising spray and a damp cloth, the seat should be dried. Urinals should be cleaned out with bleach or toilet cleaner and sanitising blocks added. Sinks should be wiped around using a damp cloth (not the toilet bowl cloth) and sanitising spray, taps should be wiped with a cloth and sanitising spray and then dried. Tiles should be wiped with sanitising spray and then dried to avoid smearing. Mirrors should be polished with glass cleaner. Ensure hand wash and toilet rolls are adequate.

**Window sills /skirting boards** window sills in church should be dusted/vacuumed and wiped with a damp cloth once per month as should skirting boards throughout.

**Cob webs** to be removed as necessary.

**Additional Cleaning / Tidying** as seen to be necessary

### **Stock and equipment check**

You will be responsible for reporting any faulty equipment to the church administrator Mrs Rebekah Ridge.

You will be responsible for monitoring cleaning products, toilet rolls. Bin bags, hand wash etc ensuring that these items are always readily available to use, orders for cleaning products or servicing of equipment to be given to the church administrator Mrs Rebekah Ridge.

### **Attitude and aptitude for role**

- Punctual
- Honest and trustworthy

- Good communication skills
- Able to work using own initiative or as part of a team
- Contribute to a safe and healthy environment at Wadsley Church
- Flexible approach to work with the ability to adapt to varying situations.
- Continually seek to improve

### **Health and safety**

It is essential that you report any unsafe practice, incident or dangerous occurrence to the church administrator Mrs Rebekah Ridge.

To take reasonable care for your own health and safety and that of those around you who maybe affected by your acts or omissions.