

JOB DESCRIPTION - Overview

Job Title: Cleaner (part-time)

Location: Verso Vineyard Church, Brick Knoll Park, St Albans, AL1 5UG

Reports to: Facilities Manager

Hours of work: 17 hours per week to be worked over at least 3 days.

Purpose of role: Verso comes to life when people walk through the doors ready to worship, connect with others and encounter God. None of that happens without **a building that's ready, safe and welcoming**.

In this role, you will assist with the cleaning of the church to facilitate the practical and operational running of the premises in line with the vision and values of the church, creating **a clean, tidy environment that people want to be in**.

Key Responsibilities

- Carry out cleaning duties to a high standard in line with the cleaning frequency charts and as required.
- Ensure all cleaning and related operations are carried out in a safe system of work to ensure safety of staff and others and in line with current COSHH regulations.
- Keep facilities team's storage lockers and cupboards in a clean and tidy condition.
- Ensure adequate quantities of toiletries, including toilet rolls and liquid soap are available and distribute and replenish toiletries as required.
- Ensure that caretaking and cleaning equipment used by caretaking, cleaning and volunteer staff is in safe working order and inform the Facilities Manager of defects.
- Report any heating or lighting defects to the Facilities Manager.
- Report any necessary repairs or maintenance work to the Facilities Manager as identified.
- Direct workmen or contractors to the location of repair and maintenance work if required.
- Assist in ensuring that volunteer or contract cleaning work is carried out to the recognised high standard and that all work is carried out safely.
- Carry out any reasonable instructions of the Facilities Manager or other senior staff member relating to the cleaning of church premises.

Other requirements

- Comply with all Church operating policies and procedures.
- Contribute to the effective running and development of the Church.
- Carry out church's culture of Christian values and practices in all aspects of the role and in all interactions.
- Participate in the Christian practices of the team e.g. staff meetings, prayer and worship times etc.
- Attend line management meetings and weekly staff meetings (day depending).
- Participate in annual performance reviews.
- Undertake any training or personal development as required.
- Any other duties reasonably requested by your line of management.

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content. The job description will be reviewed periodically and may be subject to amendment.

The Person

- **High standards:** takes pride in cleaning to high standard and creating a clean, tidy environment.
- **Reliable and hands-on:** happy to get stuck into the practical jobs that make a building ready and safe each week.
- **Observant:** notices and reports issues, low supplies or maintenance needs before they become a problem.
- **Trustworthy and discreet:** comfortable working alone in the building, including in staff and other private areas.
- **Well organised,** working through the cleaning schedule methodically without needing to be chased.
- **A team player** who works well alongside the Facilities Manager and other staff or contractors.
- **Flexible** and willing to turn a hand to whatever the building needs, working flexibly across the week.
- **Committed** to the mission and values of Verso Vineyard Church.

The Heart of the Role

This role keeps the building safe, clean and ready – whether that's for a Sunday service, a midweek meeting, or an external hire. It's a practical, largely unsupervised job for someone who takes real pride in getting the building right, spots problems before anyone else notices them, and can be relied on to deliver the same high standard, week after week.

PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Basic GCSE's or equivalent	
SPECIAL SKILLS	- Able to communicate clearly with the Facilities Manager and colleagues (e.g. reporting defects or low supplies) - Practical, hands-on approach to carrying out cleaning duties to a high & consistent standard - Good attention to detail and a good eye for spotting where attention is needed	- Basic practical skills - Physically able
WORK / VOLUNTEER EXPERIENCE	- Experience working or volunteering with a team - Able to work reliably to a schedule with minimal day-to-day supervision	- Experience in commercial, domestic or contract cleaning - Experience working in a church or charity setting
KNOWLEDGE	Basic awareness of health & safety	- Awareness of COSHH regulations specifically - Personal Christian faith
SPECIAL FACTORS RELEVANT TO THE POST	- Aligned with Vineyard values and theology. - Aligned with the Statement of Faith of Vineyard Churches UK - Aligned with the Vision & Values of Verso Vineyard Church - Able to sign the Evangelical Alliance statement of faith.	