

### Role description for Church Cleaner All Saints Church Grayswood

**Role:** To clean the church on a weekly basis, as per cleaning rota; ensuring that the church it is in a good state of cleanliness for Services

**Role Requirements:**

**To be:**

- A person of integrity who serves in a gracious, Christ-like manner; and who supports the ministry and mission of All Saints Church through their work.
- Able to carry out general cleaning duties
- Punctual and reliable
- Able to manage time effectively
- Able to work with minimum supervision
- Able to take pride in a job well done
- Able to use initiative when necessary to do extra/alternative cleaning

**To do:**

- To have a clear understanding of the tasks involved in the role undertaken
- To maintain confidentiality and act with discretion
- To attend an annual meeting of the Administration Team, for support and supervision either by the Incumbent, or by delegation to the Administrator or Church Wardens
- To read and adhere to all aspects of the Safeguarding Policy and all other Policies of All Saints Church.

**Specific tasks:** To clean inside the church building as detailed below

<b>1. Office</b> Dust and remove cobwebs Clean work surfaces Dust heater/picture Empty rubbish and recycling bins Vacuum carpet	<b>3. Chancel</b> Dust and remove cobwebs Dust heater Dust any ornaments/pictures Dust pews Vacuum carpet	<b>5. Porch/Disabled Toilet</b> Dust and remove cobwebs Clean any surfaces/shelves Empty rubbish bins Clean toilet and sink Sweep floors and wash floors
<b>2. North Transept</b> Dust and remove cobwebs Clean any surfaces or shelves Empty rubbish bin Dust heater Dust any ornaments/pictures Vacuum carpet	<b>4. Main Church</b> Dust and remove cobwebs particularly round the windows Dust any ornaments/pictures/bookshelves Dust pews/pulpit/font/candles Vacuum floor	

**Reports to:**

The Church Wardens

**Agreement:**

I agree to being a Church Cleaner at All Saints Church Grayswood, under the governance structures of the incumbent and the PCC.

Name (print and sign): \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_