

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.

This role must fulfil the Safer recruitment guidelines:

- *On application an appropriate interview or structured discussion will be held.*
- *Two suitable references will be obtained.*

Role Requirements:

To be:

- A person of integrity who serves in a gracious 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 and able to manage time effectively
- Able to work with minimum supervision and take pride in a job well done
- Able to use initiative when necessary to do extra/alternative cleaning

To do:

- Have a clear understanding of the tasks involved in the role undertaken
- Maintain confidentiality and act with discretion
- Attend fire or other appropriate training as identified by the PCC.
- Follow the policies of All Saints Church: in particular Safeguarding Policy, risk assessment, health and safety, accidents and first aid, working alone in church.

Specific tasks – please see over

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: _____

Data Privacy: I consent to my data being stored for the purposes of creating the rota and other communications relating to this role. ☐

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Specific tasks:

To clean inside the church building as detailed below

1. Vestry/Parish Office

Dust and remove cobwebs
Clean work surfaces
Empty rubbish and recycling bins
Vacuum carpet

2. North Transept

Dust and remove cobwebs including windowsills
Dust any ornaments/pictures/bookshelves
Clean any surfaces or shelves
Clean the teapoint area and empty rubbish bin
Vacuum carpet

3. Chancel

Dust and remove cobwebs including windowsills
Dust any ornaments/pictures/shelves
Vacuum carpet

4. Main Church

Dust and remove cobwebs including windowsills
Dust any ornaments/pictures/bookshelves
Dust pews/pulpit/font/candlesticks
Dust shelves and area behind font
Vacuum floor

5. Porch/Disabled Toilet

Dust and remove cobwebs
Clean any surfaces/shelves
Empty rubbish bins
Clean toilet and sink
Sweep floors and wash floors

Report any maintenance issues noticed when cleaning to a Churchwarden.