



St Mark's Church

to love, to serve, to give, to all - in Jesus' name

Parochial Church Council of Pennington, Community Hall Cleaner/Caretaker

The PCC of Pennington are seeking a cleaner/caretaker to look after the Parish Hall. This role is for 3 hours per week with some additional hours depending on the use of the Hall and to carry out periodic deep cleans.

We are seeking a self-motivated person who can use their initiative to ensure that the Community Hall is kept in good condition for its regular and occasional bookings.

Currently the Hall is regularly used for dancing, yoga, art classes, Friendship Lunch, Crafting and Messy Church. In addition, the Hall is used for church meetings, social and fundraising events and occasional bookings for private events and parties etc.

All Hall users are required to leave the Hall in a state ready for use.

Hourly Rate: £9.50

Reports to: Church Warden / Vicar

Annual Leave: 17 hours

DUTIES

Cleaning:

3 hours within the week. Check round after one-off bookings, clean as necessary and ensure heating is off. Additional cleaning as agreed and deep cleans, usually during school holidays.

Each week:

- Sweep all floors. Mop Foyer floor.
- Dust all windowsills and ledges, including skirting boards.
- Clean all surfaces, sinks, basins and cooker top in kitchen. Sweep and mop the floor.
- Clean all surfaces, tiles, handles etc, basins and toilets in the toilet cubicles. Replace soap and toilet rolls and hand towels as required. Mop floor.
- Ensure dishwasher is emptied
- Empty the bins in the kitchen, and toilets.
- Clear litter from the hall car park



Priest in Charge: Rev'd Rachel Noël

Web: www.penningtonchurch.uk

Email: enquiries@penningtonchurch.uk

Telephone: 01590672896

St Marks Church, Ramley Road, Pennington, Lymington, Hampshire, SO41 8GQ

Registered Charity: 1173998



Periodically:

- Treat limescale around taps and drainage areas in the kitchen and toilets.
- Descale the kettles and dishwasher.
- Clean microwave, fridge and oven.
- Dishwash all crockery, glassware and cutlery.
- High dusting.
- Wash down all doors.
- Wash wooden floors.
- Deep clean kitchen floor.
- Clean table tops and chairs.
- Check light bulbs
- Clean windows internally.
- Clean cupboards in kitchen.

Other duties:

- Liaise with the Parish Administrator / Church Warden about janitor supplies and repairs/servicing that are required.
- Alter times on the heating clock as the hours change and turn off during the summer.

WHO ARE WE LOOKING FOR?

We are looking for

- Someone who is reliable and trustworthy and able to work mostly unsupervised.
- Someone who is self-motivated and can use their own initiative.
- Someone who has experience of the safe use of cleaning products and is aware of health and safety legislation.
- Someone who can be flexible in their working pattern to accommodate the use of the Hall.
- Someone with similar experience as a cleaner/caretaker.

HOW DO I APPLY?

Please send your CV and covering letter showing how you meet the job specification to vicar@penningtonchurch.uk by 17th January 2019

Interviews on Thursday 24th January 2019

SAFER RECRUITING

References will be required.