HEATON BAPTIST CHURCH

Cleaner role guide

Title of post: Cleaner

Line Manager: Centre Manager

Office base: Heaton Baptist Church

Hours: 12 hours per week

Financial arrangements: £8,829 per annum

Holiday entitlement: 25 days per year pro-rata plus national Bank Holidays

Specific duties and responsibilities

- To maintain the cleanliness of the church Sanctuary and Life Centre to the agreed standard;
- To keep a check on cleaning materials and ensure new stock is ordered via the Office Administrator as required;
- Undertake caretaking work as required for the groups in the building if no-one else is in the office;
- To be a church keyholder and to open and lock the building where needed in working hours;
- To undertake any other aspect of work deemed to be realistically appropriate for the role.