

CHURCH CLEANER ROLE DESCRIPTION & REQUIREMENTS

walking in truth
living in love

**ST JOHN'S
HARTFORD**

Role Purpose: To provide efficient and effective cleaning as directed, including ensuring that the general appearance of the buildings is maintained in accordance with the required standards of cleanliness and hygiene.

Must be:

- In full sympathy with the aims and objectives of St John's leadership team and the work of the church.
- A servant hearted individual, able to work well under direction and in cooperation with others.
- Diligent and thorough - ensuring correct procedures are followed, and hygiene standards maintained.
- Able to manage time effectively.
- Able to act on own initiative where appropriate.

To do: (in accordance with outlined standards)

Church Centre

- Clean and tidy meeting rooms and main hall (Wardle Hall).
- Clean and tidy toilets and kitchen areas.
- Clean and tidy staff areas and hallways.
- Empty rubbish & recycling bins.

Church

- Clean and tidy church extension.
- Clean and tidy toilets and kitchen.
- Empty rubbish & recycling bins.

NB the main church area is cleaned by a team of volunteers.

General

- Report any maintenance issues to the Operations Administrator.

Reports to: The Vicar

Agreement:

I agree to being a Cleaner at St John's, Hartford. I agree to comply with all aspects of the Parish Safeguarding Policy including recruitment and training requirements; and all other church policies.

Name (print and sign):

Vicar:

Date:

CLEANER: A LITTLE BIT MORE INFORMATION...

1. Introducing St. John's

We are a medium sized, conservative evangelical parish church on the edge of Northwich, a mid-Cheshire market town of around 50,000 inhabitants. The church is 200 years old and has had clearly evangelical vicars for just over 50 years. Our main Sunday morning service is currently averaging around 180 people, of whom around 70 are under 18 and regularly in our children's and youth groups. The church has recently experienced gentle growth particularly with people from Hong Kong, including youth. We are a genuine family, with new-borns to 90-somethings, committed to *"walking in truth, and living in love"*. As such it is a place where many contribute numerous voluntary hours to ministry work on top of busy work and family lives. We have a small 8am BCP communion with around ten regulars and hope to restart an evening service later in 2023. We have a strong commitment to supporting mission. Christ Church Greenbank, also in the parish, was planted in 2002 and has thrived. It has its own full-time minister and part-time youth worker. The west end of the parish, served by St John's, is largely owner-occupied housing, with significant new housing developments in recent years. Most people commute to work. There are relatively few 18–30-year-olds in the local demographic, and this is reflected in the congregation. The parish has numerous educational institutions, catering to approximately 5,000 young people. These include state, private and special schools, and a number of nurseries/pre-schools. One, re-founded in 2012 in partnership with St John's, is an 11-16 Church of England high school with a stipendiary chaplain. Our mission is to reach these residents and students with the gospel, and to serve them in Christ's name.

2. Job Overview

As Cleaner you will be responsible for keeping the premises clean and tidy for all users. As a keyholder you will at times you will also have responsibility for building security. You will work closely with the Operations Administrator.

3. Conditions

- This is a part-time position (6hrs pw) with an hourly rate of £10.42.
- The church will make a contribution of 10% of your salary into the Church Workers' Pension Fund.
- The post requires a flexible working pattern dependent on weekly use of the church buildings.
- Annual holiday entitlement is six weeks.
- We are open to the possibility of a job share.

4. Current mandatory training requirements:

As St John's is a church that promotes a safe environment and culture for children, young people and vulnerable adults the following training is mandatory:

- Basic Awareness of Safeguarding (online portal)
- Foundations in Safeguarding (online portal)

NB: further safeguarding training and/or updates may be required by the Diocese