

## **Cleaning Assistant – Job Description**

**Hours:** 8 hours per week

**Pay:** £9 per hour

**Contract:** Permanent (with a three month probation period)

**Start date:** As soon as possible

**Our vision and values include being rapidly growing, multi-cultural, truly generous, authentically spiritual, strategically missional and authentically Christian.**

### **Background on Canterbury Baptist Church**

CBC has undergone a dramatic redevelopment of our facilities within the last few years, believing that God has called us to make CBC a Community Hub, a base for local charities, social action projects and community groups, where we offer long-term office leases and are working in partnership with these groups. This is a vision of the Kingdom of God breaking into our community and the church fulfilling its calling to be the agent of that transformation.



### **Job Summary**

The post ideally requires someone with cleaning experience and excellent inter-personal skills. You will work with our Hub Manager and Cleaner to create a welcoming environment for the wide variety of people who use our buildings. It's our view that, just because we're a church, shouldn't mean we expect to offer any less of a professional service to those who come here to use our buildings. We're looking for someone who, regardless of cleaning experience, will exceed expectations, working around the tight schedule to ensure all rooms are prepared to a high standard, ready for groups' arrival. Attention to detail and a positive attitude are a must. The right person is punctual, thorough but fast, and eager to learn. As well as the day to day cleaning, the post holder is expected to be a welcoming presence for people coming to the church, creating a joyful and peaceful environment where people feel loved and welcomed, enabling the church to fulfil its mission, vision and values.

## **Responsibilities & Duties**

- To assist in ensuring that the church is kept clean, tidy and safe to a high standard so as to offer a welcoming appearance to visitors and all those using our site as hirers, helpers or members of our own church.
- In particular, to ensure that the toilets are cleaned, maintained and stocked to a high standard.
- To cover for the church cleaner when they are not on the premises for annual leave, illness or other reasons.
- Sweeping and mopping floors
- Wiping down surfaces, including glass panels
- Emptying bins and making sure that the correct things go in the recycling
- Tackling heavy cleaning jobs upon request
- Handling and disposing of cleaning chemicals in accordance with COSHH regulations
- Notifying Hub Manager when cleaning stock needs reordering
- Notifying Hub Manager of any repairs required as you come across them
- To take training as required, i.e. First Aid.

## **Skills Required**

- Ability to handle the heavy equipment and machinery used in cleaning a large building such as this
- Ability to walk, bend, push, pull and lift repetitively during working hours
- At least some knowledge of cleaning chemicals, proper storage and disposal methods
- Excellent communication skills and the ability to work as a team
- Excellent organisational skills to work around the tight schedule of lets who use the buildings
- Attention to detail to provide those using our buildings with a first-rate space
- Self-motivation and the ability to identify and complete needed tasks without direct supervision where appropriate
- Flexibility and availability so that the candidate is available at key times during the working day
- Whereas it is not a requirement that the post holder be a Christian, they should be supportive of the Christian faith and our church's specific mission.

For a copy of the job description and details of how to apply please visit:

[canterburybaptistchurch.org.uk/index.php/community-hub/job-opportunities](http://canterburybaptistchurch.org.uk/index.php/community-hub/job-opportunities)

Closing date for applications **19<sup>th</sup> July 2019**

Interviews will take place at the church on **24<sup>th</sup> July 2019**

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