



JOB DESCRIPTION : Church Cleaner September 2025

JOB TITLE: Church Cleaner

REPORTING TO: Church Manager

PURPOSE:

To clean and tidy all church premises to a high standard, to meet the needs of the church and all its users.

DUTIES:

Up to 20 hours / week, working over 5 mornings from Monday to Friday. Following a checklist of regular cleaning tasks to complete throughout the week in the church, rooms, staff offices, toilets, kitchens and all communal areas and Kendall Hall. To prepare all booked rooms, in conjunction with the caretaker, to a high standard ready for use by church or outside bookings. To be line managed by the Church Manager.

There may be occasions when your hours would need to be flexible this would be discussed and agreed in advance with the Church Manager.

SKILLS:

- To have a positive 'can do' attitude to work and a friendly polite and helpful approach to all church users, members of the public and staff team.
- To be reliable and punctual.
- To be able to clean and tidy to a high standard.
- To be able to follow a regular checklist of tasks and to follow simple clear instructions.
- To be pro-active in maintaining a high standard of cleanliness as and where necessary.
- To be able to work both as part of a team and be self-motivated to work independently to a set schedule.
- To work in conjunction with the caretaker so the church is ready for all bookings, events and Sunday services.

Please note because of the access to children and young people involved during the work, the successful candidate will have to have a Disclosure and Barring Service check prior to commencement of this position.