



St Andrew's and St George's West Church

St Andrews and St George's West Church Church Officer (caretaking and cleaning) job profile

Purpose

To ensure the premises are kept clean, well-maintained and secured.

Dimensions

The jobholder:

- liaises with the Convenor of the Fabric Group, Office Administrator, Head of Café Operations and Health and Safety Officer
- liaises with users of the premises, both Church members and others.
- is an authorised key-holder

Responsibilities

Cleaning

- Clean the premises as specified in the cleaning schedule using recognized materials and equipment and in accordance with prevailing regulations and guidelines issued by Health Protection Scotland and Food Standards Scotland. At times of heightened health risk, cleaning will also include sanitising equipment and surfaces.
- Manage stock of cleaning materials, light bulbs and disposable products in line with pre-set stock levels and ask the Office Administrator to re-order as required.
- Keep areas for cleaning materials and storage of equipment clean and tidy

Furniture and Equipment

- Prepare the Sanctuary and other areas for Christian services as instructed by the Minister, and for events as specified on the application form and under the conditions of hire (including arranging furniture and setting up equipment)
- Ensure that any furniture, fixtures or fittings moved by users of the premises are returned to their original place, taking special care to keep routes to the fire exits clear at all times

Maintenance and Security

- Inspect the premises and report any issues to the Convenor of the Fabric Group

- Undertake minor decorating, repair and maintenance work
- Ensure secure locking-up of the building
- Check the fire doors are in good operational order

Skills and abilities

Essential

- A high level of proficiency in carrying out safe, effective cleaning procedures
- Up to date knowledge of properties of cleaning materials and substances and their appropriate use in various furniture, surfaces, environments and under various conditions
- Handyman skills, for example surface preparation and painting, minor joinery work and ad-hoc repairs in and around the building
- Understand the various needs of users of the premises and accommodate these in duties
- Ability to work independently and on own initiative, as well as part of a team
- Manage time and resources effectively
- Be trustworthy and reliable
- Fire safety certificate or compulsory attendance at a course.
- Health and Safety certificate or compulsory attendance at a course
- Basic Disclosure certificate iro Safeguarding

Desirable

- First Aid certificate or attendance at a course

Regular Duties Include

Daily

- Ensure the security of the building. Check all doors are securely locked and bolted when not in use.
- Clean the toilets (including WCs, hand basins and floors) and empty waste bins
- Follow cleaning schedule as specified (also weekly and monthly)

Weekly

- Check lights are working correctly. Replace lamps if safely accessible or report to Office Administrator
- Fire alarm. Test the fire alarms according to the prescribed schedule. Phone Pointer Services Ltd in advance to advise of testing, otherwise the Fire Brigade will attend. Also advise when test has been completed. Log date of tests, and which alarm has been tested, in the Fire folder in the office. Check that fire doors close and open
- Outside bins. Changeworks to be informed (through the office) to advise when the bins need to be emptied. Sort and move recycling materials
- Take meter readings and record in the office file.

- **Monthly**

- Fire extinguishers. Conduct visual check on all extinguishers to ensure that everything is in working order and nothing has been broken. The Fire Brigade will conduct an annual check and date when checked and the renewal date.

Other

- Check the soakaway in the Undercroft cupboard during and after heavy rain, and that the sump pump is working
- Ensure PAT testing annually

External areas

- Ensure the areas around the building, including the portico and rear entrance from the lane, are kept clean, hygienic and weed free. Remove any rubbish and water the plants.

Edinburgh, January 2022.

