



## United Synagogue Job Description

<b>JOB TITLE:</b>	Part Time Caretaker
<b>LOCATION:</b>	Barnet United Synagogue
<b>WORKING HOURS:</b>	15 hours a week: Sunday: 9.00 am to 1.00 pm & Tuesday: 9.00 am to 3.00 pm, an additional 5 hours (day of week to be agreed) and the opportunity to work overtime
<b>SALARY:</b>	£9.00 per hour
<b>REPORTS TO:</b>	Community Manager
<b>BENEFITS:</b>	28 days holiday, inclusive of Bank Holidays - pro rata Childcare Vouchers Auto-Enrolled Pension

### **JOB PURPOSE:**

The purpose of the Synagogue is to enable its members and visitors to use the premises for the safe and secure purpose of prayer, education, congregation, and social development.

Your role will be to carry out services, ensuring security, maintenance and cleanliness of building, furniture and equipment.

### **DUTIES & RESPONSIBILITIES:**

Your duties will be as determined by the Community Manager and/or the Honorary Officers.

You are responsible for the proper carrying out of all the duties of a caretaker both in respect of the normal use of the Synagogue premises and special functions. Those duties include (but are not limited to):

- a) To open and close all buildings on the Synagogue complex as required for all activities as authorised by the Honorary Officers and Board of Management that take place on or within the Synagogue complex.

- b) To ensure that the Synagogue complex is kept secure at all times and that the alarms are properly set. To report all security matters immediately to the Community Manager. To liaise with the police and security authorities at all times in the event of an emergency.
- c) To prepare the Synagogue premises and other rooms and facilities for weddings, social, board or other type of meetings for use as authorised by the Honorary Officers and Board of Management. After such function/meeting, etc., to store away properly and correctly all furniture, equipment, etc., and ensure that the areas are clean.
- d) To erect and dismantle and store away the chuppah in the Synagogue as required.
- e) To undertake general cleaning duties and occasionally to supervise the contract cleaning company hired to carry out the deep cleaning of the Synagogue complex and to ensure that the complex is as a whole properly cleaned.
- f) To clean all silver and brass, as required.
- g) To ensure that at all times all staircases are properly cleaned, tidy, not obstructed, and safe.
- h) To ensure at all times that the toilet facilities throughout the Synagogue complex are properly cleaned, in proper working order and fully stocked with toilet roll, towels, soap, etc.
- i) To ensure that the grounds and landscape areas of the Synagogue are tidy, clean and properly maintained.
- j) To ensure that all buildings in the Synagogue complex are properly maintained, including the cleaning of gullies, that all mechanical installations, boilers, heating apparatus and ventilation and other equipment are regularly maintained, safe, and in good working order.
- k) To carry out all minor and emergency repairs/defects/ decoration to building, etc., within the Synagogue complex as might reasonably be expected to be in the competence and knowledge of a Caretaker.
- l) To report all defects and repairs to the Community Manager.
- m) Where so instructed to issue orders, monitor and supervise contractors to undertake building repairs and or maintenance work to installations and building, etc., within the Synagogue complex.
- n) To monitor outside contractors who maintain fire and safety equipment in the Synagogue building reporting any problems to the Property Department of the United Synagogue Executive Office.

- o) To ensure that all catering equipment is correctly properly and safely stored in the appropriate storage locations.
- p) To liaise with the Community Manager in the keeping of inventories of all equipment in the Synagogue complex (excluding the office area) and to report to the Community Manager all damage, breakages and loss and where appropriately instructed to carry out actions to rectify such situations.
- q) To control all stocks of materials, food equipment, etc., (except those relating to the office area) used in the Synagogue and that they are properly correctly and safely stored.
- r) To be responsible for the acceptance and signing for all deliveries (including those relating to the office in the absence of office staff) and ensuring that the delivery notes are correct and where there is a discrepancy taking appropriate action.
- s) Arrange for the distribution and collection of shiva chairs (transportation will be paid for) and prayer books.
- t) To assist and provide all reasonable assistance and services to the users of the building.
- u) To ensure health and safety standards are maintained in accordance with United Synagogue policy.
- v) Carry out the instructions of the Honorary Officers and Community Manager of the Synagogue in all matters appertaining to your duties set out above and any other duties that may arise from time to time to ensure the effective and proper operation of the Synagogue at all times.

## **PERSON SPECIFICATION**

**The person to be appointed to this post should be able to demonstrate the following:**

### **Essential Qualities**

- A well-developed sense of responsibility
- To work well as a member of the Synagogue Team
- Well organised and have good customer care skills
- Self-motivated
- Flexible approach to working longer hours
- Sensitive to the needs of an expectant membership.
- Respectful of the needs of the Synagogue's ethos and values
- Appreciative of the security needs of the Synagogue.
- To be reliable, trustworthy, hardworking and friendly
- Ability to move furniture and equipment round the building
- Able to handle industrial cleaning and maintenance equipment
- Good communication skills
- Some previous experience of caretaking work
- Has some basic DIY experience

### **Desirable qualities**

- To live locally
- Security experience would be advantageous

## GENERIC DUTIES

- Committed to the aims of the United Synagogue and act as an ambassador for the organisation
- Comply with The United Synagogue's policy and procedures and code of expectations
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
- Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
- Maintaining high levels of discretion and confidentiality at all times
- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder
- This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue's operational procedures
- **Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**
- **Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately**