



United Synagogue Job Description

JOB TITLE:	Caretaker/Security Guard
LOCATION:	Ealing United Synagogue
WORKING HOURS:	Average of 23 hours per week, including evenings and Saturdays (see Appendix 1)
SALARY:	£13,550 per annum
REPORTS TO:	Co-Chairs of Ealing Synagogue
BENEFITS:	20 days holiday, plus 8 Bank Holidays pro rata Ride-to-Work Scheme Auto-Enrolled Pension

JOB PURPOSE

The post holder will be responsible for overseeing the health and safety and security and maintenance of the Synagogue building and grounds and carrying out minor maintenance of the premises, internal fixtures, fittings and furniture.

1. SCOPE OF JOB

- The role will require the job holder to understand the operations of the Synagogue and to help and support the administrator and honorary officers deliver a high quality service that meets the expectations of the Synagogue's stakeholders.
- To ensure standards of safety, cleanliness and tidiness are effectively maintained and monitored throughout the Synagogue and grounds.
- To provide a variety of essential handyperson/cleaning/security functions to aid the smooth running of the Synagogue.

2.0 DUTIES & RESPONSIBILITIES

2.1 To understand the operations of the Synagogue, to help and support the Administrator and Honorary Officers deliver a high quality service that meets the expectations of the Synagogue's stakeholders

- Ensure that heating, boilers and equipment are maintain for optimum performance and correctly turned on/off at the appropriate times and in particular on Fridays, Saturdays and all Jewish High holydays.
- Ensure that the Synagogue premises and other rooms are appropriately prepared for weddings, social events and board meetings as authorised by the Administrator and/or Honorary Officers.
- Prepare Synagogue and hall for services and Synagogue functions including setting out chairs and tables when required, opening partition doors and moving Synagogue furniture.
- Clear tables and dismantle them, Wash up after kiddushim and synagogue functions and store away all china, glasses etc and ensure that all areas of the building are clean and tidy.
- To ensure that outside caterers are aware of and comply with the rules and regulations of hall hire and understand instructions to use kitchen appliances, and that caterers leave the kitchen in a satisfactory state, i.e. all catering equipment is correctly, properly and safely stored in the appropriate place.
- To proactively work with the Synagogue Administrator and colleagues in keeping an up to date inventory of all equipment in the Synagogue complex (excluding the office area) and to report to the Synagogue Administrator all damage, breakages and loss and where appropriately instructed to carry out actions to rectify such situations.
- Ensure sufficient stocks of essential janitorial materials are maintained e.g. soap, paper towels, lavatory rolls, light bulbs, cleaning materials, water etc.
- Erect Succah and dismantle.
- When hall is hired out all duties and payment to be by private arrangement with hirer.
- Be on duty at fixed times, to include early Tuesday morning to put out garbage/waste.

2.2 Oversee security of the building and grounds and carrying out minor maintenance of the premises, internal fixtures, fittings and furniture

- To ensure that the Synagogue complex is kept secure at all times and that.
- The alarms are properly set.
- To carry out opening and locking up procedures.
- To report all security matters immediately to the Synagogue Administrator and/or the Honorary Officers.
- To be on security or cloakroom duty for Synagogue functions when required.
- To assist with security arrangements on Saturdays (Sabbath), High Holy Days, and during Synagogue functions.

2.3 Ensure standards of safety, cleanliness and tidiness are maintained and monitored throughout the Synagogue and grounds

- Responsible for keeping the grounds tidy and in good order, cleaning all gullies and the removal of debris and leaves from downspouts, waste pipes and ensuring that manholes and drains are clean and operational.
- Ensure the cleaning of the Synagogue's premises and other rooms after weddings, social events and board meetings and to supervise as appropriate, other cleaning staff in carrying out the cleaning tasks.
- Work closely with the Administrator to ensure that annual checks are carried out with the authorised maintenance company.
- To erect and dismantle and store away the chuppah in the Synagogue as required and ensure that the bride's room is clean and prepared prior to a wedding ceremony.
- To arrange the regular cleaning of the insides of windows
- To ensure that washroom facilities/lavatory areas are regularly inspected to maintain a high standard of cleanliness and they are satisfactorily stocked with soap, lavatory rolls etc.

2.4 As a key holder to be responsible for emergency call-outs in the event of fire damage, burglary, floods etc

- To liaise with the police, security and other relevant authorities at all times in the event of an emergency.

2.5 Building and facilities maintenance

- Assess and carry out such minor and emergency repairs/defect to Synagogue premises, hall and other rooms as might reasonably be expected of a caretaker.
- To ensure that at all times all the lavatories throughout the Synagogue complex are in proper working order.
- Arrange the transportation for the distribution and collection of Shiva chairs and prayer books.
- To control all material, food equipment, etc, (except those relating to the Office area) used in the Synagogue and ensure that they are properly, correctly and safely stored.
- Ensure the efficient and optimum operation of the Synagogues heating system, including carrying out simple maintenance and arranging for the system to be overhauled and repaired by appropriate engineers when required.

PERSON SPECIFICATION

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

Criteria	Essential	Desirable
<ul style="list-style-type: none"> • Proven experience as a caretaker • Trade background • Previous cleaning and general maintenance experience 	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • Willingness to work occasionally in the evenings and at weekends • Ability to cope with the physical demands of the job e.g. lifting and carrying • Must be able to climb ladders, internally and externally • Ability to work unsupervised, manage their own workload, and deliver results under pressure within tight deadlines • Must be able to pay attention to detail to ensure work is carried out with accuracy and the quality expected • To work in a professional manner and developing effective working relationships with colleagues and Synagogue Representatives at all times 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<ul style="list-style-type: none"> • Excellent organisational skills, flexibility and a high level of initiative • Good interpersonal and communication skills both written and oral • Skilled at delivering a consistently high quality customer focused service • Good timekeeping • Adaptable and self motivated • A developed sense of responsibility • Aware of Health and Safety issues • Demonstrable skills in time management and planning 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<ul style="list-style-type: none"> • To be able to work as an effective and proactive member of the United Synagogue team • Contribute to the success of the wider team and organisational goals 	<input type="checkbox"/> <input type="checkbox"/>	
<ul style="list-style-type: none"> • To be available for appropriate training as required 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • A working knowledge of Orthodox Judaism and the Jewish Community • Empathy with The United Synagogue’s mission and Purpose 	<input type="checkbox"/>	<input type="checkbox"/>

3 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

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

Weekly average hours for caretaker/security guard

Summary/ Year

Shabbat security/year. (7 hours/week) Fixed Duty	364.0
Caretaking and cleaning /year. (12 hours/week). Tuesday and Thursday, 6 hours per day. Fixed Duty	624.0
Chagim (Festivals) security hours/year *	100.5
Events connected to chagim/year *	31.0
Total hours /year	<u>1119.5</u>
Equivalent weekly Hours	<u>21.53</u>

On a 23 hour week contract this leaves 1.47 hours unused to be carried over for use flexibly during the year, a total of 76.44 hours. Overtime should be considered for anti-social hours beyond 10.00pm. The contract should be monitored for variations from the above hours, over the year, in discussion with the post holder and line managers. Regular events such as community lunch (every 6 weeks) and AJR (every month) occur on Tuesdays and Thursdays and should easily be accommodated within the carry over hours.

*These are estimated presuming that all Chagim (Festivals) occur on weekdays which of course does not always happen, i.e. the maximum number of hours that could theoretically occur in any year. So, it is a generous interpretation which should mean that there will be further hours for “carry over”, when, for example a chag occurs on a Shabbat which is already covered.

