



United Synagogue Job Description

JOB TITLE:	Cleaner
LOCATION:	Burial - based at Bushey New and Bushey Old Cemeteries
WORKING HOURS:	39 hours per week (Monday, Tuesday, Thursday, Friday & Sunday)
SALARY:	£18,252 per annum to start, possible overtime and extra duty payments (after successful probationary period)
REPORTS TO:	Foreman
BENEFITS:	20 days holiday, plus 8 Bank Holidays Jewish festivals when they fall on a normal working day Ride-to-Work Scheme Auto-Enrolled Pension

1 MAIN PURPOSE OF JOB

To ensure that the buildings of the cemetery are regularly cleaned to a high standard.

SCOPE OF JOB

To undertake the task of cleaning ALL THE BUILDINGS IN BOTH Bushey Old and Bushey New. You will follow a cleaning schedule that is supplied and monitored by the acting foreperson. This will include the cleaning of a mortuary building.

DUTIES & RESPONSIBILITIES

- Sweeping
- Moping
- Cleaning mortuary, Prayer Halls, Cohanin rooms, Offices, toilets, kitchens, staff quarters and outside washing areas.
- Wiping surfaces
- Dusting and emptying bins
- Covering for a colleague when on leave or sick

PERSON SPECIFICATION

Experience

- Cleaning experience will be useful - BUT full training is provided

Abilities

- Ability to work unsupervised and project manage their area of work, and deliver results under pressure within tight deadlines and objectives
- 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 to develop effective working relationships with colleagues and Synagogue Representatives at all times
- To be able to work as an effective and proactive member of the United Synagogue team

Skills

- Cleaning
- Team player
- Able to communicate with colleagues and visitors

Knowledge

- A practical knowledge of current Health & Safety legislation
- A full Health and Safety induction will be given PRIOR to starting.

Commitment

- Must share the ethos of the United Synagogue Burial Society

Quality and operational standards

- Ensures that work is produced of a high standard and meets the department's key performance indicators

Full drivers licence, will be useful but NOT essential

Builds the credibility of the Burial Department to empower staff and managers to fulfil their roles effectively

- Personally demonstrate the organisation's values, building trust with managers and staff within United Synagogue and proactively contributing to the organisation's success
- Be proactive in identifying opportunities for own professional development

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**