



United Synagogue Job Description

JOB TITLE:	Synagogue Caretaker - Full & Part time vacancy
LOCATION:	South Hampstead United Synagogue
WORKING HOURS:	40 or 25 hours per week including evenings and weekends, with opportunities for overtime
SALARY:	Full time circa £20,000 dependent upon skills and experience Part time circa £17,000 dependent upon skills and experience
REPORTS TO:	Synagogue Administrator
BENEFITS:	20 days holiday, plus 8 Bank Holidays (pro rata for part-time working). As you will be required to work on Bank Holidays you will be entitled to a day off in lieu for Bank Holidays worked Ride-to-Work Scheme 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 both on-site and at any other premises owned, rented or hired by the Synagogue.

DUTIES & RESPONSIBILITIES

Your duties will be as determined by the Synagogue Secretary/Administrator 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 both on the Synagogue complex and where necessary off-site, 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) Together with security guards where present, 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 Synagogue Administrator. 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) Clean throughout the building(s) and all Synagogue property therein and supervise external cleaners if and when present. To include cleanliness and regular re-stocking of paperware and soap in all toilets.
- h) To ensure that the grounds and landscape areas of the Synagogue are tidy, cleaned and properly maintained.
- i) 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.
- j) To carry out all minor and emergency repairs/defect to building, etc., within the Synagogue complex as might reasonably be expected to be in the competence and knowledge of a Caretaker.
- k) To report all defects and repairs to the Synagogue Administrator.
- l) 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.
- m) 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.
- n) To ensure that all catering equipment is correctly properly and safely stored in the appropriate storage locations in compliance with kosher dietary requirements.

- o) To liaise with the Synagogue Administrator in the keeping of inventories 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.
- p) 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.
- q) 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.
- r) Arrange for the distribution and collection of shiva chairs and prayer books.
- s) To assist and provide all reasonable assistance and services to the users of the building.
- u) Facilitate the efficient operation of a nursery whether on-site or at an alternative site including storage & other caretaker related tasks as described here.
- t) To ensure health and safety standards are maintained in accordance with United Synagogue policy.
- v) Carry out the instructions of the Honorary Officers and Administrator 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

- A well-developed sense of responsibility and be able to work well as a member of the Synagogue Team.
- Well organised
- Good customer care skills.
- Self-motivated and adaptable
- Sensitive to the needs of an expectant and critical 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
- Previous experience of caretaking work.
- Must be available to work most weekends & regular evenings on shift rotation

Desirable

- Has some basic DIY experience.
- Has possible Security experience

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