

## United Synagogue Job Description

**JOB TITLE:** Caretaker

**LOCATION:** Richmond

**WORKING HOURS:** 25 hours per week flexible as directed (including evenings and weekends).

**SALARY:** Up to £10.50 per hour depending on experience

**REPORTS TO:** Administrator/Nominated Honorary Officer

**BENEFITS:** 20 days holiday, plus 8 Bank Holidays (pro rata for part-timers)

Ride-to-Work Scheme

 Auto-Enrolled Pension

**JOB PURPOSE**

The job holder will be responsible for carrying out duties of a Caretaker in respect of the normal use of the Synagogue premises.

**NATURE AND SCOPE**

* The role will require the job holder to understand the operations of the Synagogue and to deliver a high quality service that meets the expectations of the Synagogue’s members and stakeholders.
* To ensure standards of safety, cleanliness and tidiness are effectively maintained and monitored throughout the Synagogue and grounds.
* To provide a variety of cleaning/security functions to aid the smooth running of the Synagogue.
* To do basic garden jobs

##### DUTIES and RESPONSIBILITIES

**Maintenance**

* Ensure that all the Synagogue buildings and outdoor spaces are kept in good working order, that all mechanical installations and other equipment are regularly and appropriately maintained.
* Undertake any minor repairs and maintenance work as well as possible emergency repairs.
* Manage defects and repairs, issue orders, monitor and supervise contractors to undertake building repairs and or maintenance work to installations and building. Report any defects and repairs to the Community Administrator.
* Mow the lawn, keep the outdoor area, e.g. garden and playground, tidy and presentable

**Health and Safety**

* When on duty, to carry out daily Health & Safety site checks.
* Ensure Health and Safety standards are maintained in accordance with United Synagogue policy.
* Attend Health and Safety training as required.

**General**

* Carry out the instructions of the 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.
* Provide reasonable assistance to all users of the buildings with a smile.

**Cleaning**

* Ensure all areas of the building and outdoor spaces are appropriately cleaned and presentable at all times.

**Security**

* To open and close the Synagogue for all activities as directed by the Administrator, ensuring that the premises are kept secure at all times.
* Reporting all security matters immediately to the Administrator /Financial Rep (FR) and liaising with the police and security authorities as necessary.
* Attend meetings and/or training sessions organised by the Administrator/Head Office/ Community Security Trust (CST) to enhance your knowledge.

 **Event Support**

* Prepare the Synagogue premises, rooms and facilities for all functions, events and activities ensuring areas are clean and tidy and furniture stored away securely & safely after such events.
* Ensure all materials, food and equipment used in the Synagogue are stored appropriately.
* Ensure plastics, cardboard, bottles, etc. are set aside for recycling and take to recycling. Ensure bins are emptied by the Council each Tuesday.
* Be responsible for the receipt and storage of all deliveries, ensuring delivery notes are correct.
* Act as duty manager as and when required.

You will be expected to work on a bank holiday if it falls on a Saturday or Jewish holiday. It is also imperative the caretaker is available in April and September/October to cover the major religious holidays.

**PERSON SPECIFICATION**

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

##### QUALIFICATIONS

**Essential** - fluent communicator in English both written and oral

 -basic IT skills (correspondence via email, online search, online orders, etc)

##### QUALITIES

## Essential

* To be healthy, trustworthy, diligent and friendly
* Ability to multi-task
* Energetic, pro-active approach to work
* Sensitive to the needs of a diverse membership
* Respectful and appreciative of the Synagogue’s needs and that of its members
* Good communication skills
* To be physically capable of moving furniture and equipment around the site
* To be available on weekends

## Desirable

* To live locally
* Previous security experience
* An understanding of and empathy with a minority or faith
* Previous experience in a similar role
* Car and driving licence are an asset

**GENERIC DUTIES**

* Comply with The United Synagogue’s policy, 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
* 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 line manager 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**

**April 2021**