

# Cairns Road Baptist Church



## Church Cleaner

### Purpose

Cairns Road Baptist Church is seeking a reliable and conscientious cleaner to be responsible for the cleanliness and safety of our church building. This role is vital in ensuring that our facilities are clean, safe, and well presented for our Sunday and weekday worship and ministries.

### Core Duties

To fulfill a regular schedule of cleaning, dusting, mopping, sweeping, vacuuming the church building (including the corridors, church offices, toilets, kitchen areas, foyer, halls, including the Noah's Ark Preschool areas used by the Children's Group on a Sunday morning).

To fulfill a schedule for deep cleaning on a regular basis (to be carried out in school holidays) and other cleaning jobs that need to be done less frequently (i.e. cleaning radiators, removing cobwebs, defrosting & cleaning fridges, microwaves, descaling kettles, mugs & coffee machines, maintaining the dishwasher etc.).

Ensuring all areas are left clean and tidy and set up correctly for the week. Setting up for the midweek activities and laying out the chairs for the Sunday service.

### Key Responsibilities

- To undertake the following duties as directed by the Church Administrator in accordance with the work schedule provided, but with flexibility depending on the use of rooms throughout the day.
- Stacking away chairs used in the Sunday service prior to cleaning the church. Putting the chairs back in place later in the week. Setting up (and packing away) for midweek activities.
- Sweeping, mopping, and vacuuming the main church, upper hall, staff offices & all communal areas.
- Dusting windowsills, skirting boards and external surfaces of cupboards, shelves, radiators and fitments.
- Emptying waste bins and transporting waste to the outside bins (and moving the waste for curbside collection).
- Cleaning the toilets and sinks.
- Cleaning the kitchen areas.
- Maintaining & replenishing stocks of bin bags, toilet paper, hand towels, soap, and cleaning products. Liaising with the Church Administrator to ensure their timely replacement.
- Cleaning the area in preschool used by the children on Sunday ready for pre-school on Monday morning.
- Cleaning internal windows including the use of step ladder as required.
- Check, maintain and tidy the church grounds, ensuring the recycling and rubbish areas are kept neat and tidy.

- Undertaking basic maintenance if necessary (changing light bulbs, for example)

### **What we are Looking For**

We are seeking someone who expects a high standard of cleaning and hygiene and will understand the vital part that this role plays in enabling the ministry of the church.

### **Skills & Experience**

We are looking for someone with an 'eye for detail' with a knowledge of cleaning procedures.

We are looking for someone with the ability to work independently and to manage their own time effectively.

We are looking for someone who is trustworthy, reliable and committed to the vision of Cairns Road Baptist Church.

We are looking for someone who is adaptable, flexible, and comfortable with changing priorities.

We are looking for someone who has excellent communication skills and can treat everyone with kindness and respect.

The role requires that the applicant be physically fit, with the ability to lift chairs, tables, set up toys and furniture for our midweek groups & set up chairs for Sunday services. The role involves spending time on your feet and includes repetitive actions like sweeping, mopping, and vacuuming.

Previous experience in a similar role is desirable

**Salary:** email us for details

**Hours of Work:** 15 hours per week term time (12 hours per week in school holidays)

**Location:** Cairns Road Baptist Church, Cairns Road, Westbury Park, Bristol BS6 7TH

**How to Apply:** Please submit a CV (including details of two referees) with a covering letter explaining why you would like the role to the Church Administrator at [office@cairnsroad.org](mailto:office@cairnsroad.org)

**Please note that there is no formal closing date for this role as we are looking for the right fit rather than working to a fixed deadline. We will be interviewing and hiring on a rolling basis and will close the vacancy once the position is fulfilled.**

Church Website: [cairnsroad.org](http://cairnsroad.org)

Church Phone Number 0117 9425669