



ALL SAINTS LEEK

CLEANER

All Saints Church & Parish Hall

Hours: 4 per week
(2 hours Church / 2 hours Parish Hall)

Plus additional hours for events

Responsible to Vicar, Church Wardens and PCC of All Saints Church
Supervised by Vicar (Church Wardens in Vicar's absence) and Parish Administrator

Rate of Pay: £14.00 per hour (Living Wage)

Holidays: 4 weeks pro rata

Duties:

Church Hall – clean for 2 hours per week

- Brush and mop floor in Hall
- Wipe down all surfaces and window sills
- Clean toilets, sinks and mop floors in all toilets
- Empty bins and refill soap and towel dispensers
- Kitchen – mop floor and wipe down all surfaces
- Empty bins, clean dishwasher, clean appliances
- Hoover entrance hall and stairs
- Replenish all consumables – toilets rolls, etc

Church – 2 hours per week on a 4 week rota

Week 1:

- Brush and mop all Church floors including in between pews

Week 2:

- Clean all windows
- Polish wood surfaces
- Wipe down and clean font area

Week 1 & 2 can be split into 2 halves (i.e. clean half floor and windows & wood (Week 1) and do other half (Week 2))

Week 3:

- Clean Chancel
- Brush down all wall paintings, choir stalls, polish wood and mop floor (as inducted)
- Clean Lady Chapel
- Remove cobwebs

Week 4:

- Clean porch and outside area
- Brush and mop floor
- Remove any rubbish from outside areas
- Clean window sills
- Clean Vestry – brush down the stairs leading to Vestry, clean windows, Hoover and dust in Vestry, clean sink area

Report any faults, damage, or things observed to Vicar / Parish Administrator for repair.

Work will be checked for thoroughness by Vicar or Church Warden.

The Church and Parish Hall is now having more lettings for events and concerts. Additional hours will be required to clean toilets, Hall, etc. and tidy up Church before / after these events where additional hours will be paid at standard rate.

Induction

Will be given regarding Grade 1 listing of All Saints Church.