

Cleaner

Job Description & Person Specification

STC Sheffield Profile:

STC Sheffield is a large vibrant charismatic, evangelical Anglican & Baptist (LEP) church in the city of Sheffield. Our vision as a church is to enable people to 'Meet Friends, Meet God and Live Life Better'.

At the heart of the church community are our Clusters – missional communities of 20-30 people each with a common missional vision, who reach out to a wide variety of ages and people groups. Some Clusters are focused on connecting with a specific people group e.g. students or young families. Whilst others are focused on a specific area of Sheffield. The majority of the church family are part of a Cluster group and we believe they are key foundation to the church growing in both discipleship and mission.

We gather at 3 different times on a Sunday each with a different feel but all focused on and committed to the worship of God and the teaching of his Word. As we advertise this role, we have had to adapt to the Covid-19 pandemic transferring much of our work online, including our Kids work. We're doing our church services on zoom and occasionally in person. We've given out kits to families to join in from home for certain occasions.

The staff team consists of 23 staff (full and part-time) all of whom are based at STC and meet regularly to pray, worship and work together. We also have an Internship Scheme which looks to recruit young leaders each year to work alongside experienced ministry leaders.

We have a rich history of being a church that seeks to bring the Kingdom of God to the city of Sheffield and beyond. In this season we are looking to partner further with others in the city to see the Kingdom of God break out in Sheffield.

For more information about STC Sheffield, please visit www.stcsheffield.org

Reports To: Estates Manager

Purpose: The purpose of the job is to ensure the cleanliness of the campus and help develop and maintain the highest standards of care for the site and its users.

Description: The role of Cleaner is responsible for the cleaning of the campus, the maintenance of cleaning resources and the general care for the campus.

Objectives & Responsibilities:

1. Cleaning of the campus
2. Maintenance of cleaning resources
3. Care of campus
4. Wider Church Life at STC Sheffield

1. Cleaning of the campus

- 1.1 Responsible for all basic cleaning inside buildings.
- 1.2 Empty the general waste bins and dispose of waste to outside bins for collection.
- 1.3 Clean rooms including damp mopping, sweeping, vacuuming, dusting, picking up litter, and routine cleaning of interior glass and windows.
- 1.4 Clean toilets and urinals, empty bins, clean and sanitise fixtures, mirrors, partition doors and walls, sweep and damp mop floors.

2. Maintenance of cleaning resources

- 2.1 Restock store cupboards with cleaning equipment and supplies.
- 2.2 Restock soap and paper dispensers around site
- 2.3 Monitor and maintain condition of cleaning machines, reporting faults promptly and removing from use any with dangerous faults
- 2.4 Order/source cleaning supplies under guidance of the Estates Manager

3. Care of campus

- 3.1 Perform routine inspections around campus to ensure its cleanliness and hygiene
- 3.2 Ensure walkways remain clear and free of debris
- 3.3 Notify Estates Manager or supervisor of any repairs required
- 3.4 Assist other departments when needed to ensure optimum service during special events.
- 3.5 Perform additional duties as needed.

4. Wider Church life at STC Sheffield

- 4.1 To uphold the vision and values of STC Sheffield (these can be found at www.stcsheffield.org/jobs).

Person Specification

Skills and & Experience:

- Ability to undertake a range of manual cleaning activities
- Ability to maintain high standards of cleanliness
- Ability to work in an organised and methodical manner
- Ability to work well in a team, but also alone; carry out verbal and written instruction.
- Ability to able to use own initiative
- Ability to work effectively and supportively as a member of the estates team
- Ability to take personal responsibility for standard of work carried out

General

- To be a good timekeeper
- To be trustworthy
- To be reliable

Terms & Conditions:

- Salary:** £8.91 per hour
- Hours:** 15 hours per week
(Wednesday, Thursday 12pm-5pm & Friday 10am-3pm)
- Location:** STC Sheffield
- Probation:** To be reviewed after 3 months.
- DBS:** A DBS check is not required for this role.
- Pension:** CEPB (Church Workers Pension Scheme)
- Annual Leave:** 5 working weeks (pro rata if part time) (75 hours in a full year)
Public/ Bank Holidays are in addition to this.
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Application Process:

For further information about the role:

E-mail: Becca.staniforth@stcsheffield.org

Tel: 0114 2671090

Or visit: www.stcsheffield.org/jobs

To apply e-mail your completed application form to becca.staniforth@stcsheffield.org
Please note that C.V.s and covering letters will not be considered. Please complete an application form.

Deadline for applications: 26th March 2021

Interview date: w/c 29th March 2021

Offers are made subject to evidence of your eligibility to work in the UK, two satisfactory references.

If an offer is made and accepted, you will then receive a Contract and Staff Handbook, which will provide information on our policies and procedures.