



Union Baptist Church
The HUB • High Wycombe



Job Description

Job Title:	Church Cleaner
Location:	Union Baptist Church, High Wycombe
Hours:	Flexible, 4-6 hours per week
Salary:	£11.44 per hour
Reports to:	Church Centre Manager

Job purpose: To undertake onsite cleaning at Union Baptist Church and the HUB in order to maintain a clean and safe environment

Main Responsibilities and Tasks:

- Vacuuming rooms and corridors
- Removing litter and emptying bins to correct containers
- Cleaning glass and mirrors
- Removing cobwebs and dust
- Sweeping and mopping floor surfaces
- Cleaning the bathrooms and toilets and replenishing toilet rolls
- Kitchen cleaning
- Spot cleaning when required
- Safe and correct use of cleaning equipment and materials, complying with COSHH and health & safety legislation, policies and procedures
- Deep cleaning including steam cleaning and high level cleaning as required
- Reporting anything in need of repair or replacement to the appropriate person
- Safely storing cleaning materials and keeping your cleaning area and space clean and tidy at all times
- Welcoming all site users and assisting them as far as possible in the absence of administration staff
- Undertaking further training as required by your employer
- Any other duties as requested by your employer to maintain the safety, cleanliness and smooth running of the site