

CARETAKER - JOB DESCRIPTION

Personal Requirements

A hard-working, honest, dependable, self-motivated person to act as Masjid caretaker/cleaner, willing to uphold the Islamic ethos and support the aims and values of Muslim welfare House.

Duties and Responsibilities

Security

- Opening and closing, unlocking and locking of Masjid gate and buildings
- Open and close the school for evening use at times arranged by the Headteacher
- Monitoring and administering CCTV system
- Unsetting and setting of alarm system
- Checking and securing the premises subsequent to out of hours intruder alarm activation
- Overall security of the premises including the locking of all windows, doors and gates.

Cleaning

Cleaning duties will include the following:

- To clean designated areas of the Building to the highest possible standards
- Mopping and buffing hard floor surfaces
- Vacuuming carpeted areas
- Wiping, polishing, dusting of designated areas
- Spot cleaning of spillages
- Emptying and cleaning bins
- Cleaning of toilets and toilet areas, and replenishment of paper towels, toilet rolls and other disposables.
- Cleaning of internal glass, internal and external door glass and internal side of external windows
- Cleaning of external windows at ground level as necessary
- Straightening furniture and general tidying up of designated areas

General

- Upkeep and general care of the premise
- Ensuring that external rubbish is stored appropriately
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, front yard and all entrances.
- To empty internal communal rubbish bins daily and work with pupils and staff on recycling initiatives.
- Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyman.
- Drawing the attention of the appropriate authorities, via executive director, to any repairs or maintenance work, which is beyond the competence and responsibility of Caretaking staff.

- General portage duties and moving of furniture
- Checking damage/security every morning on arrival at the premises
- Lettings as required - opening, closing and general duties
- Preparation of Hall for functions as required
- Receive and check goods and supplies and take them to the appropriate place for storage
- Ensure that all refuse is disposed of promptly and stored away from the main building
- Ensure that clear passage is maintained on fire escape routes
- Carry out periodic cleaning of all internal surfaces
- Report any defects of building, furniture, fittings and equipment to the executive Director
- Regular check of roofs for pooling, debris, plant growth etc.
- Keep all hard surfaces free of moss and weeds
- Disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned off
- Keep paths, entrances free of ice and snow to ensure the safety of the service users

Management

- Be responsible for monitoring and ordering cleaning supplies and equipment
- Noting, monitoring and reporting any defects in the centre to the Management.
- Meet regularly with the management re: Health and Safety issues and Building Maintenance
- Heating, Lighting and Water
- The switching off of all lights and appropriate electric plug sockets
- Ensure that all lights and heating are working effectively
- Read Gas, Electric and Water metres as required
- Monitoring and setting of heating controls and boilers
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Ensure that the boiler house is tidy and that no flammable material is stored there
- Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes up to a height of eleven feet.
- Any other work requested by, and deemed appropriate by, the management by agreement with the caretaker.

Hours of Work

The working week will be up to 30 hours with a requirement to be on the MWH premises.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. A satisfactory DBS check will need to be returned prior to commencement of employment.