



## Finchley Reform Synagogue

### Weekday Caretaker

#### Job Description

<b>Responsible to:</b>	Community Manager
<b>Hours:</b>	Full Time: 37.5 Hours per week to include weekends and late evenings as required. Core Hours Monday – Friday. Hours may vary depending on synagogue activity.
<b>Job Purpose:</b>	To provide caretaking and general handyman duties for Finchley Reform Synagogue
<b>Salary:</b>	£11.95 per hour (London Living Wage)

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#### Responsibilities

##### 1. Caretaking

- Responsibility for room set ups for all events, activities and services (including venue hire) and liaising with the professional teams. To include tech and IT/AV requirements as needed.
- Setting-up internal space for a variety of events, moving and assembling furniture and kitchen equipment
- Opening and tidying-up the site in the mornings. Ensure that nothing is broken or generally out of order.
- Cleaning: mopping floors, vacuuming carpets, cleaning toilets, tidying-up kitchen equipment and operating the dishwasher
- Monitor building and cleaning supplies and ensure stock is regularly ordered.
- Fire Marshal responsibility and Evacuation/Invacuation Lead

##### 2. Building Maintenance

- General building inspections as per building maintenance schedule to include reporting any irregularities found, legionella checks etc.
- Reporting any irregularities found to the Community Manager

- Day to day management of the Building Management System, including regular training.
- General carpentry – putting up shelves, furniture repairs etc.
- Constructing furniture for both offices and public places
- Fitting and changing locks
- Weekly fire alarm testing, monthly fire extinguisher checks and any other regulatory checks as required.
- Minor gardening duties and basic grounds maintenance (paths, gates, sheds, etc)
- Basic plumbing – unblocking sinks, tap washers, bleeding radiators etc.
- Cleaning of exterior areas of the building
- Salting of driveways and pedestrian walkways as required.
- Ensure all fire exits are clean and clear at all times
- Ongoing maintenance of all storage areas, including shelf building

### **3. Other general duties**

- Providing onsite support for the High Holy Days and other key events throughout the year.
- Maintain confidentiality at all times.
- Carry out any other duties and training commensurate with the nature of the post, as may be required to ensure the smooth running of the synagogue.
- Adhere to our health & safety policies to create a safe working environment for everyone

This is not an exclusive list and the role will vary according to the requirements of the Synagogue

## Person Specification

- The ability to carry out work with a high level of accuracy, ensuring attention to detail and effective management of time
- The ability to work unsupervised and take initiative
- This is a physically demanding role and thus the right person needs to have a high level of stamina and be capable of moving heavy items around the building
- Manage and prioritise a wide range of tasks and duties, both complex and routine.
- Work in a professional manner at all times and develop effective working relationships with colleagues, members and external hirers
- Be able to work as an effective and pro-active member of the Synagogue team.
- Basic computer skills (web browsing and emailing)
- Having a welcoming and helpful approach when dealing with visitors to the building
- Experience in facility management in a similar environment would be an advantage
- A drivers license is desirable.
- The ability to communicate effectively in English – both spoken and written
- You must be a team player

**Core Hours:** 37.5 hours per week.

Flexibility around the hours detailed below is required subject to the needs of the organisation:

Monday	8am to 3pm
Tuesday	8am to 3pm
Wednesday	8am to 3pm
Thursday	8am to 3pm
Friday	10am to 6.30pm
Saturday	Off – subject to requirements
Sunday	Off – subject to requirements