



Finchley Reform Synagogue

Senior Caretaker

Job Description

Responsible to:	Communities Manager
Hours:	Core Hours: Friday – Sunday. 20 hours per week Hours may vary depending on synagogue activity.
Job Purpose:	To provide caretaking and general handyman duties for Finchley Reform Synagogue
Salary:	£11.95 per hour (London Living Wage)

Responsibilities

1. Caretaking

- Responsibility for room set ups for all events, activities and services (including venue hire) and liaising with the professional teams.
- 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
- Create building supplies and cleaning supplies list and ensure stock is regularly ordered.
- Fire Marshal responsibility and Evacuation/Invacuation Lead

2. Building Management

- Reporting any irregularities found, legionella checks etc.
- Working with 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
- 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.
- Organising and ongoing maintenance of all storage areas, including shelf building.
- Liaising with all department managers on what is current/needs removal/archiving etc

3. Other general duties

- Providing onsite support for the High Holy Days and other key events throughout the year.
- Maintain confidentiality at all times.
- Participate in annual appraisal and development review.
- Carry out any other duties and training commensurate with the nature of the post, as may be required by the Operations Manager 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 driver's license is desirable.
- The ability to communicate effectively in English – both spoken and written
- You must be a team player

Core Hours: 20 hours per week.

Flexibility is required subject to the needs of the organisation.

Friday	12pm to 8pm
Saturday	8am to 2pm
Sunday	8am to 2pm