

**METHODIST CHURCH IN IRELAND HEADQUARTERS****EDGEHILL HOUSE, BELFAST****Cleaner****JOB DESCRIPTION**

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|---------------------|---|
| <b>Job Title</b>    | Cleaner   |
| <b>Reports to</b>   | Facilities Manager  |
| <b>Contract</b>     | Part time permanent – 9 hours per week<br>Spread over minimum of two days per week and maximum of three days per week to include Tuesday, Wednesday and Thursday<br>Start time / finish time negotiable |
| <b>Location</b>     | 9 Lennoxvale, Belfast BT9 5BY   |
| <b>Salary</b>       | £12.21 per hour   |
| <b>Annual Leave</b> | 5.6 weeks per annum<br><br>Free onsite parking  |
| <b>Closing Date</b> | Monday 24 February 2025   |

The Methodist Church in Ireland is recruiting for a new cleaner to join our Team at our Headquarters, Edgehill House, Belfast BT9 5BY.

**Purpose**

Under the overall direction of the Facilities Manager to undertake cleaning of the Methodist Church in Ireland Headquarters as required.

To use appropriate powered and other equipment, to a set programme, to include sweeping, damp mopping and wiping, dusting, vacuuming and polishing of all areas of the building.

**HOURS:** 9 hours per week – working pattern negotiable.

## **MAIN DUTIES AND RESPONSIBILITIES**

- To clean the porch and hallway to the entrance of Edgehill House; common areas, built in storage cupboards and corridors which will include vacuuming, sweeping, dusting and emptying the bins
- To clean the offices, Meeting Rooms and Library which will include vacuuming, sweeping, dusting and emptying of bins
- To clean glass in doors around the building
- To clean the toilet facilities including the emptying of bins and topping up of toilet requisites and cleaning of sanitary ware
- To clean the kitchen which will include sink, counter tops, appliances, floor, table surfaces and also maintaining the cleanliness of the equipment and cupboards.
- To proactively check the College for any deterioration in fixtures and fittings and advise the Facilities Manager accordingly
- To assist the Facilities Manager in ensuring the building is compliant with Health & Safety and Fire Regulations and by proactively identifying any potential health and safety issues and notifying the Facilities Manager accordingly
- Such other duties, commensurate with the role as may be requested from time to time.

## **Policy & Procedure**

Ensure that you adhere to all Methodist Church in Ireland Policies and Procedures as set out in the Methodist Church in Ireland (NI) Employee Handbook.

## **General Conditions**

- Protective clothing / work wear issued must be worn.
- Flat-soled enclosed-toe footwear should be worn when carrying out cleaning duties.
- Any cleaning equipment issued must be used and cared for in an appropriate and safe manner, with any defects reported to the Facilities manager immediately.

Person Specification

|                             | Essential Criteria  | Desirable Criteria |
|-----------------------------|---|--------------------|
| <b>Experience</b>           | Minimum of 6 months' paid experience in a similar role  |                    |
| <b>Knowledge</b>            | Evidence of knowledge of: <ul style="list-style-type: none"> <li>• the requirements of a cleaner</li> <li>• cleaning methods / machinery</li> <li>• Health and Safety requirements relevant to the role</li> </ul>  |                    |
| <b>Skills</b>               | Excellent organisational skills and able to work on own initiative; a task completer<br>Excellent communication skills<br>Excellent interpersonal skills<br>Concern for excellence and attention to detail<br>Ability to work independently and manage a workload efficiently |                    |
| <b>Personal / character</b> | Enthusiastic approach<br>Willingness to work with respect to the aims and ethos of the Methodist Church in Ireland  |                    |

No candidate will be short-listed unless the application demonstrates that all essential criteria have been met



THE METHODIST CHURCH  
IN IRELAND