

Mosaic Jewish Community

Caretaker for 65 Stanmore Hill

Responsible to: Chair/Administrator

Liaison: Rabbis, Synagogue staff, volunteers

Role

Undertake all activities required to ensure the safe upkeep of the Synagogue building, ensuring that the premises are kept in a secure manner in line with Health and Safety requirements. Maintain regular contact with the Synagogue Administrator for pro-active planning of all tasks and activities for the smooth organisation and running of the Synagogue and associated activities

Job description

A Security

- 1 Open and close the building checking for security, any attempted entries, any suspicious objects both internally and externally
- 2 Ensure all windows and doors are closed securely on exit
- 3 Ensure security and fire alarms, security cameras and viewing screens are working properly
- 4 Follow any security advice from CST and attend any training required
- 5 Monitor people coming in and leaving the building
- 6 Check and accept deliveries
- 7 Act as emergency first point of contact

B. Site management

1. Ensure building and car park are clean and attractive, undertaking cleaning
2. Prepare building for all services, activities and events, moving partitions, arks and chairs as necessary and clearing up
3. Deal with rubbish disposal and recycling
4. Ensure all equipment such as ventilation, heating and cooling, lighting is working efficiently
5. Maintain library of user manuals
6. Ensure regular maintenance is undertaken and maintain records
7. Ensure kitchen is deep cleaned regularly
8. Ensure water and electrical operational and safety checks are undertaken at appropriate intervals
9. Respond repair requests quickly and with a professional manner
10. Undertake simple repairs, replace broken or expired items and supervise any external contractors undertaking larger repairs
11. Ensure adequate supplies of toilet paper, hand wash, sanitiser etc
12. Be aware of the location of all stopcocks, gas and electricity meters and read meters
13. Instruct and supervise external contractors as required

C. Safety

1. Ensure site safety manual is kept up date
2. Ensure all site safety equipment is in good condition and serviced regularly as appropriate

3. Ensure safe working methods are used at all times by all occupants and contractors

D. Other

1. Incidental duties that may be required from time to time, including local errands

E. Other users of 65 Stanmore Hill

1. Liaise on grounds management with site management company

F. Hours of work

35 per week, to be worked flexibly by arrangement, Monday to Friday, including some evening work pattern be established when

G. Person specification

1. Experience of maintaining buildings and equipment and working within Health & Safety guidelines
2. Experience of maintaining high levels of security
3. Ability to work on own initiative and deal with potential problems in a calm and professional manner
4. Proven inventory control skills
5. Basic IT skills and good verbal and written communication skills
6. Able to undertake routine maintenance tasks
7. Able to instruct and supervise external contractors
8. Reliable and flexible for working hours
9. Ability to lift and manoeuvre objects up to 20 kg
10. Patience and the ability to remain calm in stressful situations
11. Respectful of Jewish principles and values
12. Clean driving licence and access to own vehicle (desirable, not essential)
12. Ability to understand and implement
 - working and servicing requirements of partitioning system and layouts for the various set ups of halls for services and functions
 - working and servicing of the ventilation heating and cooling system, security panel and alarms and protocols and fire panels and resetting

This post is subject to DBS clearance

13.6.22

