



## United Synagogue Job Description

<b>JOB TITLE:</b>	Assistant Caretaker
<b>LOCATION:</b>	Finchley United Synagogue (Kinloss)
<b>WORKING HOURS:</b>	Full Time or Part Time, flexible as directed by Head Caretaker (including evenings and weekends)  Required to work on a Bank Holidays if they fall on a Shabbat (Saturday) or Jewish Holidays on a rota basis
<b>SALARY:</b>	Circa: £20,000-£23,000 pa depending on experience, pro rata if working part time
<b>REPORTS TO:</b>	Head Caretaker/Chief Operations Officer
<b>BENEFITS:</b>	20 days holiday, pro rata, plus Bank Holidays & Jewish festivals when they fall on a normal working day Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension
<b>JOB PURPOSE:</b>	Responsible for carrying out duties of a Caretaker in respect of the normal use of the Synagogue premises

### 1 SCOPE OF JOB

- The role will require the job holder to understand the operations of the Synagogue and to help and support the Head Caretaker/Chief Operations Officer to deliver a high-quality service that meets the expectations of the Synagogue's members and stakeholders
- To ensure standards of safety, cleanliness and tidiness are effectively maintained and monitored throughout the Synagogue and grounds
- To provide a variety of essential handy person/cleaning/security functions to aid the smooth running of the Synagogue

### 2 DUTIES and RESPONSIBILITIES

#### Maintenance

- Together with the Head Caretaker, ensure that all the Synagogue offices are kept in good working order and maintained, that all mechanical installations and other equipment are regularly and appropriately maintained.

- Undertake, when instructed by the Head Caretaker any minor repairs and maintenance work as well as possible emergency repairs.
- Report any defects and repairs to the Head Caretaker and/or Chief Operations Officer.
- In the absence of the Head Caretaker, where so instructed to issue orders, monitor, and supervise contractors to undertake building repairs and/or maintenance work to installations and building.

### **Health and Safety**

- When on duty, to carry out daily Health & Safety site checks.
- Ensure Health and Safety standards are maintained in accordance with United Synagogue policy.

### **General**

- Carry out the instructions of the Head Caretaker and Director of Operations in all matters relating to your duties set out above and any other duties that may arise from time to time to ensure the effective and proper operation of the Synagogue at all times.
- Carry out the duties of the Head Caretaker whilst he is not on the premises.
- Provide reasonable assistance to all users of the buildings.
- Support the Head Caretaker in the keeping of inventories of all equipment in the Synagogue (to report any damages, breakages, and loss, and where instructed, carry out actions to rectify such situations).
- To take a proactive approach to their own continuous professional development and to attend training and/or learning and development events as appropriate.

### **Cleaning**

- Oversee the permanent and contract cleaning staff.

### **Security**

- To open and close the Synagogue for all activities as directed by the Head Caretaker, ensuring that the premises are kept secure at all times.
- Report all security matters immediately to the Head Caretaker and/or Chief Operations Officer and liaise with the police and security authorities as necessary.
- Attend meetings organised by Head Office or the CST to enhance your knowledge.

### **Event Support**

- Prepare the Synagogue premises, rooms and facilities for all functions, events and activities ensuring areas are clean and tidy and furniture stored away after such events, to include the wedding canopy.
- Ensure all materials, food and equipment used in the Synagogue are stored appropriately.
- Be responsible, for the receipt and storage of all deliveries (including those relating to the office), ensuring delivery notes are correct.
- Act as duty manager (covering weddings, bar-mitzvahs, conferences etc.) as and when required.

## PERSON SPECIFICATION

The person to be appointed to this post should be able to demonstrate the following:

### Essential Qualities

- Previous experience in a similar role
- Healthy, trustworthy, diligent, and friendly
- To be physically capable of moving furniture and equipment around the site
- Ability to multi-task
- Sensitive to the needs of a diverse membership
- Respectful and appreciative of the Synagogue's needs and that of its members
- Good communication skills
- Fluent communicator in English both written and oral

### Desirable Qualities

- To live locally
- Previous security experience
- An understanding of and empathy with a minority or faith

## GENERIC DUTIES

- Committed to the aims of The United Synagogue and act as an ambassador for the organisation
- Comply with The United Synagogue's policy and procedures and code of expectations
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors, or staff
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
- Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
- Maintaining high levels of discretion and confidentiality at all times
- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post, and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder
- This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue's operational procedures
- **Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**
- **Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately**