

Church of Our Lady of the Annunciation

147 Bingham Road, Addiscombe, Croydon, Surrey, CR0 7EN
Telephone: 020 8654 1709 - email: addiscombe@rcaos.org.uk

Job Title: Church Hall Cleaner (inc. Kitchens)

Reports to: Church Administrator / Hall Manager

Location: Our Lady of the Annunciation, Addiscombe

Hours: 10 hours per week – daily flexible schedule.
(Possibility of 3 hours domestic cleaning for the right candidate)

Pay: £14 per hour.

Job Purpose

To keep the church hall, kitchen, and associated facilities clean, tidy, and ready for use by church members and community groups.

Main Daily Duties and Responsibilities

- Clean and tidy the church hall, kitchen, toilets, entrance areas, and any other assigned rooms.
- Sweep, mop, vacuum, and dust surfaces as required.
- Arrange hall furniture.
- Clean kitchen oven, worktops, and sinks after use.
- Empty bins and ensure waste is disposed of correctly.
- Restock kitchen and toilet supplies (soap, paper towels, etc.).
- Report any maintenance or repair needs to the Church Administrator.
- Ensure cleaning materials are stored safely and used according to instructions.
- Lock and secure the building after cleaning (if required).
- Follow all health, safety, and hygiene procedures.

Weekly

- Use machine to polish both hall floors (Training provided)
- Clean entrance porch doors and windows (Internal and external doors)
- Wash all kitchen waste bins

Monthly

- Clean side doors
 - Clean high level dust and cobwebs
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Person Specification

Essential:

- Reliable, responsible, and trustworthy.
- Able to work in a confidential environment.
- Able to work independently and take pride in maintaining a clean environment.
- Attention to detail and good time management.

Desirable:

- Previous cleaning experience, particularly in a public or kitchen setting.
- Awareness of COSHH and basic health & safety practices.

Additional Information

- All cleaning equipment and supplies will be provided.
- Training on specific cleaning procedures will be given.
- The role may occasionally require flexibility around church events or bookings.