



The Methodist Church

Job Title: Cleaning Operative (part-time)

Responsible to: The employee will be employed by the Managing Trustees of Wesley's Chapel & Leysian Mission and will be line managed by the administration manager

Based at: Wesley's Chapel & Leysian Mission, 49 City Road, London, EC1Y 1AU

Hours of work: 7.30am-10.30am Monday - Friday

Job Purpose: The main purpose of the job is to support the caretaker in keeping the premises in a clean and presentable condition whilst promoting good health and safety practices.

Job Description

The Trustees of Wesley's Chapel & Leysian Mission, a UK registered charity, wish to recruit a Cleaning Operative to join our committed and friendly staff team.

Wesley's Chapel is at the heart of the site and is the centre for worldwide Methodism and a major heritage site of both national and international importance. As well as regular weekly services and activities in both of its chapels, the site also houses the Museum of Methodism, a shop run by volunteers and conference rooms for hire. The Chapel and Museum welcome over 20,000 visitors a year from all corners of the world.

Candidates should have good communication/organisation skills be self-motivated and have a flexible attitude to their work and be able to work independently.

Main responsibilities:

- To carry out general cleaning tasks as directed by your line manager and as indicated on the cleaning schedule
- Dusting, sweeping, polishing, mopping, and vacuuming designated areas to a high standard
- Emptying and disposing of bin waste in the areas designated on the cleaning schedule, such as toilets, offices kitchens etc
- Report faulty machinery/equipment immediately to line manager/office
- To always display yellow safety signs in areas where you are working in line with H&S
- Ensuring surface areas, floors, windows, and other touchpoints are sanitised regularly
- Performing additional cleaning duties as and when required, such as mopping up spillages quickly and efficiently
- Monitoring cleaning supplies, informing office in good time when stocks need to be replenished

Health & Safety

- Report and risks to his/her line manager immediately
- To wear appropriate PPE as required

General

- Other cleaning tasks as reasonably required.

Applicants are required to be sympathetic with the aims and ethos of the Methodist Church as laid out in the "Our Calling".

