

## Job Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

### Role: Church Cleaner

**Group: 3**     **Workforce (Child/Adult): None**

#### Volunteer Role Outline

<b>Role information:</b>	To clean the church premises as directed by the church council, on the hours agreed
<b>Location:</b>	Local Church
<b>Responsible to:</b>	Property Steward or Church Council
<b>Eligibility:</b>	No restriction and does not have to be a practising Christian, but should be sympathetic to the Christian faith and beliefs, and willing to work with a faith based organization
<b>Commitment:</b>	(voluntary role only with no remuneration)

#### Key volunteer activities

- Clean area that have been agreed by the church property committee as per the cleaning schedule

*Please list areas and duties below:*

- Worship Area
- Church Hall & Rooms
- Maintain adequate supplies of cleaning materials and other consumables
- XXXX
- XXXX
- XXXX
- XXXX
- XXXX
- XXXX
- XXXX
- XXXX
- 

#### At any time

Liaise with the Safeguarding Officer or Minister on any issues that may give cause for concern.

## Personal Skills

- Good level of general health and fitness

## Boundaries

- Ability to communicate cheerfully and clearly with users of the premises
- To be aware of other church users
- Key Holder form to be signed if applicable

## Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms. No DBS is required, unless Key Holder. Volunteers will be asked to provide all relevant documents for these checks.

## Training and support provided

- Volunteers are supported by the Property Steward/Committee
- Cleaning expenses and protective clothing can be applied for

## Appointment Period

Volunteers appointment is for three years with an additional three years on reappointment. It should not continue beyond six years. However, in exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed..... Date.....  
(Church Council)

I have seen and accept the responsibilities of this role

Signed..... Date.....  
(Applicant)

NAME: .....

CONTACT DETAILS: .....

**A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL  
MANNER BY THE METHODIST CHURCH  
NB All information will be held in accordance with GDPR**