



Idaara Maarif-e-Islam

Hussainia Mosque & Community Centre

MASJID CARETAKER Job Description

Post Title: Masjid Caretaker

Working Hours: Forty hours per week flexible.

Salary: Living wage at the time of appointment

Location: Idaara-maarif-e-Islam

Responsible to: Idaara maarif e Islam Management

Personal Requirements A hard-working, honest, dependable, self-motivated person to act as caretaker/cleaner and willing to uphold the Islamic ethos and support the aims and values of Idaara-maarif-e-Islam

Duties and Responsibilities

Security

- Opening and closing, unlocking and locking of building and classes
- Register as main Key Holder and be the first point of contact in an emergency callout situation
- Overall security of the Centre premises including the locking of all windows, doors and gates.
- You may be called out at unsociable hours to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, during holidays or weekends. Cleaning duties will include the following:
 - To clean designated areas of the Centre and out buildings to the highest possible standards
 - Vacuuming carpeted areas
 - Wiping, polishing, dusting of designated areas
 - Spot cleaning of spillages
 - Emptying and cleaning bins
 - Cleaning of toilets and toilet areas, and replenishment of paper towels, toilet rolls and other disposables.
 - Cleaning of internal glass, internal and external door glass and internal side of windows

- Cleaning of external windows at ground level as necessary
- Straightening furniture, books and general tidying up of designated areas
- General
- Upkeep and general care of the centre
- Pick up litter and be responsible for the removal of all debris from paths, lane and all entrances around the premises
- Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyman.
- Directing workmen and contractors to the sites of repair and maintenance work
- Checking damage/security every morning on arrival at the premises
- Preparation of Hall/rooms for functions as required
- Receive and check goods and supplies and take them to the appropriate place for storage
- Ensure that clear passage is maintained on fire escape routes
- Test fire alarms weekly. Maintain test register
- Carry out periodic cleaning of all internal surfaces from floor level to ceiling
- Report any defects of building, furniture, fittings and equipment to Management
- Disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned off Management
- Be responsible for monitoring and ordering cleaning supplies and equipment
- Monitoring and setting of heating controls and boilers
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Ensure that the boiler house is tidy and that no flammable material is stored there
- Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes
- Any other work requested by, and deemed appropriate by management

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. Health and safety
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy. Safeguarding Commitment Idaara-maarif-e-Islam is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. A satisfactory

Criminal Record Bureau check will need to be returned prior to commencement of employment.

To apply please email: info@hussainia.org.uk / admin@hussainia.org.uk