

# *Vacancy for a Caretaker /Cleaner (Part Time)*



**Role:** Caretaker/Cleaner

**Employer:** Select Vestry of Magheralin Parish

**Location:** Magheralin Parish

**Responsible to:** The Rector/Select Vestry of Magheralin Parish Church

Overall Aim of the Post is to:

Carry out general caretaking and cleaning duties within Magheralin Parish which comprises two sites i.e. Magheralin and Dollingstown by keeping the premises clean and safe

## Key Duties

- **Cleaning and Caretaking Duties:** To carry out caretaking and cleaning across parish premises ensuring general cleanliness and tidiness inside and out
- **Access and Setup Duties:** lock and unlock premises, prepare furniture and halls for organisations as agreed
- **Health and Safety Duties:** Carry out relevant safety checks, complete relevant records, and be responsible for the security of the premises and their contents.
- **Administration and Communication Duties:** To interact and communicate effectively with other staff, visitors, glebe wardens etc.

For further information, Job Specification and Application Form please contact [magheralincoi.inquiries@gmail.com](mailto:magheralincoi.inquiries@gmail.com).

Closing date: 25 March 2022

## Magheralin Parish

The Parish Office, 3 Newforge Road, Magheralin, Craigavon, Northern Ireland BT67 0QJ  
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Charity Registration Number: NIC101224