

Cheadle Masjid Caretaker Job Description

Post Title	Cheadle Masjid Caretaker
Salary	Competitive
Days/Hours	28 hours/week
Responsible to:	Board of Trustees (BoT)

Personal Requirements

Cheadle Masjid are looking for a hard-working, honest, dependable, self-motivated person to act as Masjid Caretaker and willing to uphold the ethos of Cheadle Masjid.

Their primary responsibility will be help maintain the upkeep of Masjid site and ensure all facilities and running appropriately but they will also need to engage with the community, patrons, workman, visitors and foster a warm, friendly, welcoming environment within the Mosque.

Main tasks

- The upkeep and general care of the Masjid building to ensure it maintained to the highest possible standards.

Security

- Opening and closing, unlocking and locking of building and classes.
- Maintaining the overall security of the Centre premises including the locking of all windows, doors and gates.
- Maintaining the security of the building while the Weekend and Weekday Madrassah are operational.
- Possible call-out after hours to deal with security problems, make emergency repairs and allow access to any contractor who may be working on the site.

Set up of Rooms and Facilities

- Set up rooms, halls and facilities according to the schedule and classes of the day – i.e., setting up classrooms/prayer areas as required
- The switching on and off of all lights and appropriate electric plug sockets
- Ensure that all lights, air-conditioning units, appliances and heating are working effectively

Ensuring Upkeep of the Masjid

- Checking damage/security on every arrival and departure of the premises
- Noting, monitoring, and reporting any defects in the Masjid building, furniture, fittings and equipment and reporting this to the Office administrator/Operational team.
- Providing access and directing tradesmen and contractors to the sites of repair and maintenance work of the Masjid and the Masjid house.
- Ensuring the plant rooms are being safely maintained with no unauthorised access or storage within these rooms.
- Changing light bulbs, renewing building consumables, ensuring clocks are maintained, and all equipment is maintained. Any such repairs would need to be done within competencies and with appropriate safety equipment.
- Where appropriate to undertake, general maintenance and minor repair work including doors, windows, toilet seats and flushes, furniture, tap washers and some painting and/or decoration of doors and walls (this list is not exhaustive, but features example)
- Managing bins in preparing for pick-up, communicating any problems to office staff to liaise with refuse services
- Ensuring that all refuse is disposed of promptly and stored appropriately within the correct bin stores.
- Ensuring that all waste is recycled appropriately.

Cleaning and Maintenance

- Taking responsibility for the cleanliness of the Masjid
- Liaising with the cleaning team to ensure that:
 - All carpeted areas are vacuumed three times/week
 - Wiping, polishing, dusting of designated areas as per cleaning schedule
 - Spot cleaning of spillages
 - Emptying and cleaning bins daily
 - Cleaning of toilets and Wud'u areas, and replenishment of paper towels, toilet rolls and other disposables.
 - Cleaning of internal glass, internal and external doors, woodwork as per "Cleaning schedule"
- Maintaining the External Mosque Grounds and Football & Cricket pitches as per "Grounds schedule"
- Keep all hard surfaces and play areas (including fences) free of moss, weeds and splinters or other health risks

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- Disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned whenever necessary
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors
- Sweep hard surfaced areas and football/play areas, remove litter and be responsible for the removal of all debris from paths, play areas, flowerbeds and pots and all entrances
- Monitoring and coordinate with the Office administrator for the ordering of all cleaning supplies, toiletries and equipment
- Receive and check goods and supplies and take them to the appropriate place for storage
- Ensure the storage areas are well maintained and catalogued with the relevant equipment.
- Disposing of obsolete equipment and materials when required.

Safety

- Ensure that clear passage is maintained to all fire escape routes and walkways
- Where appropriate & to avoid the risk of water contamination, to ensure that all hot and cold-water outlets are turned where the premises have been substantially unused for one week or more
- Supervise the site when Weekday and Weekend Madrassahs are functioning and ensuring no authorised access to the children's areas.

Other

- Any other work requested by, and deemed appropriate by the Trustees by agreement with the Masjid Caretaker