



## **VACANCY ANNOUNCEMENT: CARETAKER**

Hours: 40 hrs-p/w flexi

Location: Palmers Green Mosque

Responsible to: CEO, Operations Officer & Board of Trustees

Responsible for: Musallees & Community Members

Salary: A comprehensive package including paid holidays and overtime compensation, with remuneration not falling below the National Minimum Wage.

### ***MCEC Mission***

Muslim Community and Education Centre, Palmers Green Mosque, is a non-profit Charity Trust. The Trust's primary aim is to provide a place of worship, educational and social facilities for the local Muslim community in accordance with the teachings of the Holy Qur'an and the Sunnah of the Prophet Mohammad (PBUH). The Trust also aims to provide a range of culturally sensitive services for the wider communities of North London, drawing upon our Islamic values, with a view to improving quality of life and enhancing community cohesion.

### **JOB SPECIFICATION**

The Caretaker will be responsible for implementing systems and procedures for all of the responsibilities described below. The successful candidate will therefore need to be flexible in both managing the weekly hours and approaches in order to carry out duties effectively and efficiently.

### **MAIN RESPONSIBILITIES**

#### **Security**

- *Lock and unlock gates at set times. Ensure gates are open at prayer times and closed when cars have left the car park.*
- *Check gates and fences daily for signs of damage etc*
- *Patrol all outside spaces at least 3 times during a tour of duty*
- *Patrol inside building regularly, checking doors and windows are secure.*
- *When there are people inside the building, ensure you are visible in the reception and keep an eye on their whereabouts.*
- *When people are coming in for prayer, during their prayer and when they are leaving, remain in the reception desk.*
- *Carry out other duties as instructed by the CEO and Trustees.*
- *Ensure that no one comes into the reception office without permission.*

#### **Safety**

- *Keep car park and all outside areas free of debris and other materials, which can be dangerous or cause accidents.*
- *Ensure that all materials, equipment, tools and cleaning materials are safely stored.*
- *Ensure doors and windows are locked and unlocked at appropriate times*
- *Keep an eye on people when they are in the building. Do not allow them to wander around without supervision.*

- *No one should go upstairs without permission.*
- *Children must at all times be under supervision of adults.*
- *Ensure floors are not slippery*
- *Be fire safety conscious*
- *Take care when using electrical and gas appliances.*
- *Never allow users of the center to use or deal with electrical or gas appliances without supervision.*
- *Carry out other duties as instructed by CEO, Operations Officer & Board of Trustees*

### **Cleaning**

- *Ensure all outside and inside spaces are free of rubbish.*
- *Clean all spaces that are currently used daily.*
- *Hoover carpets and mop floors and dust areas as required*
- *Clean all toilets and bathrooms daily*
- *Keep reception area in a tidy state.*
- *Keep all windows and doors clean*
- *Empty all bins regularly*
- *Carry out other duties as required by CEO, Operations Officer & Board of Trustees.*

### **Maintenance**

- *Carry out simple tasks as instructed by CEO, Operations Officer & Board of Trustees*
- *Report every event, incident, and occurrence to the management on the day.*

### **Other**

- *Support in smooth running of community services provided by MCEC such as and not exclusive to Janaza, education classes, youth related activities, Nikah etc.*
- *Coordinate communications between other personnel of the centre.*
- *Perform any other job related responsibilities asked by management.*

### **Notes**

- *MCEC has no provision of transport, accommodation, commuting to & from work is solely Caretaker's responsibility.*
- *The applicants must have permission to work in the UK and will be DBS checked.*

### **Application Process**

Please send a letter of application detailing how you meet the person specification and your CV to [enquiries@mcec.org.uk](mailto:enquiries@mcec.org.uk)

**Application Deadline: Ongoing until suitable candidate found**  
*only shortlisted candidates will be contacted.*