



## The Mosque of the Custodian of the Two Holy Mosques and Islamic Centre of Edinburgh

### Job Vacancy Cleaner – Ad Hoc

**Reports to:** Director

#### **Role Purpose**

To assist with organising and maintaining cleanliness throughout the mosque and during events as a when required.

#### **Responsibilities**

Undertake a range of manual cleaning activities such as:

- vacuum cleaning or mopping floors and stairs,
- dusting ledges, surfaces, worktops and walls,
- tidying and correctly storing chairs, tables or other event furniture,
- emptying rubbish bins and disposing of rubbish bags into the correct communal waste bins
- cleaning lavatories and wash hand basins
- ensuring you have sufficient stock of cleaning supplies to conduct you duties
- assisting with other organisational needs of the Mosque such as setting up for events or organising store cupboards

#### **Person Specification/Requirements**

- Honesty and integrity
- Reliable and trustworthy
- Good timekeeping skills
- Energetic and active
- Physically fit and able to move/shift furniture or storage boxes
- Recognise the importance of maintaining a clean Mosque
- Able to work to own initiative and deal with unexpected problems
- Be able to work within a team or work alone
- Willing to undertake training courses that are relevant to the duties of the post or required for Health and Safety reasons.

Employment is on a zero hour contract as an occasional worker. Work is not guaranteed on a week-to-week basis and therefore this is not a guaranteed source of regular income. Work will be offered as and when required by the needs of the Mosque and you have the right to refuse to complete the work.

Due to the nature of the role and responsibilities, work may be offered covering times of the week, including early mornings, evening and weekends depending on the needs of the Mosque.

Pay rate: £9.00 per hour

Interested applicants should fill the attached application form and send it along with an updated CV including relevant employment and educational background, in addition to contact details of two references to [jobs@edmosque.org](mailto:jobs@edmosque.org)



**Relevant Experience:** Please refer to the person specification. Continue on a separate sheet of paper if required.

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### **Training and Development**

Please use the space below to give information on any training or additional qualifications you have completed, which is relevant to the post you have applied for.

<b>Training Course</b>	<b>Course Details (including length of course, qualification attained and subjects studied)</b>

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**Additional Supporting Information**

*Please give any evidence which you feel will support your application. For example, you may wish to mention personal interests; activities or hobbies, previous work or voluntary experiences you feel will strengthen your application.*

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## References

Please give the details of two references

<b>Name</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Occupation</b>	
<b>Relationship to the candidate</b>	

<b>Name</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Occupation</b>	
<b>Relationship to the candidate</b>	

I confirm that to the best of my knowledge, the information on this application form is correct.

<b>Signature</b>	<b>Print Name</b>	<b>Date</b>

You are required to submit an updated CV in addition to this application form. We cannot consider applications that do not contain both a completed application form and an updated CV.

Please email your completed applications to [jobs@edmosque.org](mailto:jobs@edmosque.org) or hand in to the main office G008 on the ground floor.