



# Diocese of Westminster

**Job profile:** Parish Caretaker – Our Lady of Lourdes, Harpenden, Hertfordshire  
**Reporting to:** Parish Priest  
**Job Reference:** 174-HARPE

**Job Purpose:** To manage the Lourdes (Parish) Hall and undertake general maintenance and cleaning of the parish hall; as well as some maintenance within the church, undercroft, presbytery and garden, as required by the parish priest.

## Principal duties and responsibilities

1. To ensure that Lourdes hall, and external area, is clean and tidy each day and before a booking starts
2. To be responsible for general maintenance and cleaning duties within the Lourdes hall, and to assist with maintenance in the undercroft, and church when required, including:
  - i. all communal areas inside the parish buildings and surrounding external area.
  - ii. maintenance of all safety equipment (e.g. fire-fighting equipment, escape routes)
  - iii. maintenance of kitchen equipment
  - iv. all lavatories including replenishing with toilet paper, soap and hand sanitiser
  - v. the cleaning and polishing of all floors and surfaces
  - vi. the cleaning of doors and interior windows as required
  - vii. any other ad hoc cleaning duties, in parish properties, as required
  - viii. to oversee external contractors required to install or repair equipment or maintain parish buildings
  - ix. to maintain the outside areas around the parish buildings.
3. To liaise with organisers of meetings or other events in the Lourdes hall and set up any chairs and tables in accordance with their needs
4. To liaise with the office administrator to ensure that the Lourdes hall, or undercroft, is open in time for booked meetings and events and secured after a booking has ended
5. To notify the parish priest of malfunctions in equipment or any building defects needing attention

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**Person specification:** Parish Caretaker  
**Contract type:** Permanent  
**Salary:** £12 per hour  
**Hours of work:** 20 hours per week (negotiable, but likely to be 9:00-12:00 or 12:30-15:30 weekdays, and possibly some weekend work).

## **Experience required**

1. Previous caretaking experience, ideally in a similar role.
2. General DIY skills: painting and decorating; minor electrical work; joinery etc

## **Competences required**

1. An ability to work alone, use initiative as required, and under the supervision of the parish priest.
2. Ensure that the parish hall and undercroft are maintained as Covid 19 secure
3. To be familiar with Safeguarding practices, and be ready to undertake training.
4. Basic IT skills
5. Excellent organisational skills, able to prioritise and meet deadlines
6. Strong communication skills.
7. Flexibility in working hours to meet demand
8. Willingness to undertake Health and Safety training.

**N.B** This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required