



Diocese of Westminster

<u>Job profile:</u>	Parish Caretaker
Location:	Marylebone Our Lady of the Rosary Parish
<u>Reporting to:</u>	Parish Priest
<u>Job Reference No:</u>	191-MARYLE

Job Purpose:

To manage the parish halls and undertake general maintenance and cleaning of the parish buildings and surrounding areas as required

Principal duties and responsibilities

Parish Hall/Centre

1. To ensure that the parish hall/centre, kitchen and lavatories are clean and tidy before a booking starts
2. To undertake general cleaning duties within the parish hall, including:
 - i. all communal areas such as the stairs, sacristy, church porch,
 - ii. The kitchen area including kitchen equipment (i.e. cooker, microwave)
 - iii. all bathroom and toilets including replenishing with toilet paper and soap
 - iv. The cleaning and polishing of all floors and surfaces
 - v. The cleaning of doors and interior windows as required
 - vi. Light gardening as required
 - vii. any other ad hoc cleaning duties as required.
3. To set up any chairs and tables in accordance with hirers wishes
4. To set up any audio/visual equipment if required
5. To liaise with the organiser on large events, where applicable
6. To notify the parish priest of malfunctions in equipment or any building defects needing attention

<u>Person specification:</u>	Parish Caretaker
<u>Contract type:</u>	Permanent
<u>Salary:</u>	£11 per hour
<u>Hours of work:</u>	20 hours per week (Monday to Friday, 8am to 12pm)

Experience required

1. Previous cleaning and/or 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 within a small, team comprised of volunteers and under the supervision of the parish priest.
2. An ability to work alone and use initiative as required
3. Excellent organisational skills, able to prioritise and meet deadlines
4. Strong communication skills.

Knowledge and skills required

1. Knowledge of general Health and Safety Regulations
2. Knowledge of Building Safety Regulations
3. Basic IT skills (contacting contractors and ordering supplies)
4. Sympathy with the Roman Catholic ethos and mission

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