



<b>Job Profile</b>	Temporary Parish Caretaker
<b>Department / Parish / Agency</b>	Pinner Parish
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	PINE
<b>Location / Address</b>	28 Love Lane, Pinner, HA5 3EX
<b>Management of</b>	Not applicable
<b>Contract type</b>	6 Month Fixed Term Contract
<b>Hours</b>	20 hrs per week (Monday to Friday from 8:30am to 12:30pm)
<b>Salary</b>	£10.85 per hour
<b>Job Reference</b>	238-PINE

### **Job Purpose:**

To undertake general maintenance and cleaning of the parish buildings, including the church, the presbytery, parish hall and centre and surrounding areas (e.g. car park and garden), as required.

### **Principle duties and responsibilities**

1. To ensure that the church and parish centre, including hall, meeting rooms, kitchen, lavatories and external area including the car park, are clean and tidy each day
2. To be responsible for general maintenance and cleaning duties within the church and parish centre/hall, 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, sanitiser and soap
  - v. any other ad hoc cleaning duties as required
  - vi. to oversee external contractors required to install or repair equipment or maintain parish buildings
  - vii. to maintain the garden, car park area and walkways around the parish buildings.
  - viii. To carry out routine Health and Safety checks and document as necessary.
3. To liaise with organisers of meetings or other events in the parish centre/hall and set up any chairs and tables in accordance with their needs
4. To liaise with the parish administrator to ensure that the parish centre/hall is open in time for booked meetings and events and secured after a booking has ended
5. To notify the parish priest/premises manager of malfunctions in equipment or any building defects needing attention

### **Our Diocese Values**

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

### **Competence**

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

### **Reliability**

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

### **Honesty**

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

### **Perseverance**

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

### **Love**

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

### **Person specification:**

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

<b>Skills/competence requirements</b>	<b>Essential/ Desirable</b>
An ability to work within a small team comprised of volunteers and under the supervision of the parish priest/parish administrator.	Essential
An ability to work alone and use initiative as required.	Essential
Excellent organisational skills, able to prioritise and meet deadlines.	Essential
Strong communication skills.	Essential
Flexibility in working hours to meet demand.	Essential
Willingness to undertake Health and Safety training.	Essential
<b>Experience</b>	
Previous caretaking experience, ideally in a similar role.	Essential