



<b>Job Profile</b>	Cleaner/ Housekeeper
<b>Department / Parish / Agency</b>	Garston parish
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	GARST
<b>Location / Address</b>	Crown Rise, Garston, Watford, WD25
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours</b>	14 hours per week (to be agreed on with the Parish Priest)
<b>Salary</b>	£11.40 per hour
<b>Job Reference</b>	398-GARST

**Job Purpose:**

The successful candidate should expect to undertake duties in line with the purpose of the role - which is to maintain the cleanliness of the rooms within the complex and which can be accommodated within the available time. The successful candidate would be expected to maintain the cleanliness of the Parish Hall.

**Principle duties and responsibilities**

First Floor

The presbytery has three bedrooms (two double and one single), a living room used by the resident priests and two bathrooms. Typically, the bedrooms and two bathrooms are occupied and used by the resident clergy. The expectation is that:

- The two bathrooms are serviced (cleaned) on a weekly basis
- The resident clergy's accommodation is serviced weekly
- Towels and the bedding are laundered on a weekly basis
- The resident clergy's washing and ironing to be done on a weekly basis
- Stairs and corridors are serviced weekly
- Net curtains are laundered as and when necessary or (as advised by the line manager)
- Windows are cleaned as and when necessary (as advised by the line manager)
- Replenish toilet rolls, soap, hand sanitiser, and kitchen roll

Ground Floor

The ground floor of the presbytery accommodates the communal areas- sitting room/Parish priest's office, dining room and kitchen as well as the waiting area and administrative office. In addition, the ground consists of a bathroom and guest bedroom and a laundry room. The expectation is that: -

- The sitting room, dining room, waiting area sitting room and office are serviced weekly
- The kitchen and the downstairs bathroom are serviced twice weekly
- The guest bedroom is serviced when required

PARISH CENTRE

The Parish Centre consists of the main hall, Guild room, Music room, and a fully functioning kitchen. There are ladies, men's and enabled toilet facilities and additional toilet. The expectation is that: -

- The whole centre is serviced as usage demands, but at least once a week, with additional cleaning scheduled following events and ad-hoc centre hire.
- All toilets are serviced twice a week

- The entrance lobby and the corridor to the church should be serviced twice a week
- Doors, doorframes, windows, windowsills, high surfaces, skirting boards, and any other areas/surfaces not cleaned weekly should be cleaned on rotation at least once every six weeks.
- Kitchen: general clean should be carried out at least once a week, with deep clean of appliances and inside of cupboards carried out on rotation at least once every six weeks.
- Replenish toilet rolls, soap, hand-sanitiser as necessary

The Housekeeper/Cleaner is expected to monitor the stock of cleaning materials, requesting additional supplies in good time.

### **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>
Good organisational skills, with an ability to prioritise.	E
Ability to work with complete discretion and confidentiality.	E
Ability to project a friendly, welcoming manner.	E
Ability to work within a small, close-knit team with volunteers on special occasions.	E
<b>Experience</b>	
Some experience in a similar role.	D
An interest in working for the Catholic Church	E