



Diocese of Westminster

Job Profile	Parish Cleaner
Parish	Corpus Christi, Maiden Lane
Reporting to	Parish Priest
Cost Centre	MAIDL
Location / Address	1-5 Maiden Lane, Covent Garden, WC2E 7NB
Management of	n/a
Contract type	Permanent
Hours	3 hours per week (To be agreed with the Parish Priest)
Salary	£11.40 per hour
Job Reference	391-MAIDL

Job Purpose:

To maintain high levels of cleanliness within the parish Presbytery and parish rooms.

Principle duties and responsibilities

1. To undertake general cleaning duties within the Presbytery. This will include:-
 - i. To Hoover all presbytery rooms
 - ii. To clean all communal areas such as the stairs, sitting room, dining room
 - iii. To clean and mop surfaces of all bathroom and toilets
 - iv. To clean and polish all floors and surfaces
 - v. To clean doors and interior windows as required
 - vi. To dust walls & curtains as required
 - vii. To occasionally make up beds in the guest room(s)
2. To undertake other ad hoc cleaning duties as required in the Presbytery.
3. To undertake general cleaning duties within the Parish Rooms. This will include:-
 - i. To clean the kitchen including kitchen equipment (i.e. cooker, microwave, fridge)
 - ii. To clean and mop surfaces of all toilets
 - iii. To clean and polish (or Hoover) all floors and surfaces of the Parish Room, Corridor, Office
 - iv. To clean doors and interior windows as required
 - v. To dust all equipment in the Office and all surfaces (including desks)
 - vi. To notify the Parish Priest of any supplies that need replenishing: ie, toilets and kitchen with soap, toilet tissues, kitchen paper, cleaning supplies etc. in a timely manner

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.

Skills/competence requirements	Essential/ Desirable
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
Ability to manage several flights of stairs.	E
Experience	
Some experience in a similar role.	D
An interest in working for the Catholic Church	E