



Diocese of Westminster

Job Profile	Presbytery Cleaner
Department / Parish / Agency	Soho Square Parish
Reporting to	Parish Priest
Cost Centre	SOHOS
Location / Address	21a Soho Square, London, W1D 4NR
Management of	n/a
Contract type	Permanent
Hours	14 hours per week
Salary	£13.85 per hour / £10,082.80 per annum
Job Reference	612-SOHOS

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 Presbytery. The successful candidate would be expected to maintain the cleanliness of the Presbytery and assist with laundry/ironing for the Presbytery (guest rooms) and Parish Priest.

Principal duties and responsibilities

The Presbytery consists of the main house, which includes;

- Approximately four bathrooms (over 4 floors) and common parts
- The Presbytery is serviced as usage demands, but at least once per week, with additional cleaning scheduled following ad-hoc events.
- Cleaning of all bathrooms twice per 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
- Making up guest rooms (changing sheets/linen. Etc) as required.

Presbytery Laundry and Ironing

- On weekly basis ensure all laundry for Parish Priest is washed, dried and ironed. Using parish equipment (washing machine, dryer, etc...) as required.
- Liturgical laundry for the Church to be washed weekly.
- The 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.

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
Experience	
Some experience in a similar role.	D
An interest in working for the Catholic Church	E