



Job Profile	Parish Caretaker
Department / Parish / Agency	Poplar Parish
Reporting to	Parish Priest
Cost Centre	POPLA
Location / Address	St Mary & St Joseph, Poplar
Management of	n/a
Contract type	Permanent
Hours	8 hours a week (flexible)
Salary	£18 per hour
Job Reference	675-POPLA

Job Purpose:

To manage and maintain the Parish buildings, including Clergy House, Flats 1 and 2, 9A Pekin Street, the church and the Guild Room together with the grounds around each of these buildings.

Principle duties and responsibilities

1. To be responsible for general maintenance duties within all of the following areas:
 - i. The Church
 - ii. The Guild Room
 - iii. Clergy House, 9 Pekin Street (upon instruction by the Parish Priest)
 - iv. Flats 1 & 2, 9A Pekin Street (upon instructed by the Parish Priest)
 - v. The external areas around the Church / Guild Room complex
 - vi. The external areas around Clergy House / Flats 1&2
2. The duties in relation to the areas referred to above include:
 - i. General maintenance of all buildings, together with their fixtures and fittings
 - ii. Regular moving of grass and trimming of hedges etc... in external areas
 - iii. Keeping external areas tidy and clear of any obstructions or hazards
 - iv. Maintenance of all safety equipment (e.g. fire-fighting equipment, escape routes)
 - v. General maintenance of kitchen equipment in the Guild Room
 - vi. Instructing and overseeing external contractors required to install or repair equipment or maintain parish buildings or grounds subject to 4. below.
3. To notify the parish priest as soon as possible of malfunctions in equipment or any building defects needing attention
4. To agree with the parish priest any schedule of works and expenditure required to fulfil any of the above duties or remedy any malfunctions or defects
5. To maintain the Health & Safety checklist for all of the parish buildings and facilities and to action any items that require attention subject to 4. above.
6. To meet periodically with the Parish Priest to review the condition of the buildings, their fixtures and fittings, health & safety compliance and the condition of external areas
7. To liaise where necessary with the Cleaner to arranging cleaning of the Church and Guild Room.

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/competency requirements	Essential/ Desirable
An ability to work within a small parish team under the supervision of the parish priest.	E
An ability to work alone and use initiative as required.	E
Excellent organisational skills, able to prioritise and meet deadlines.	E
Strong communication skills.	E
Flexibility in working hours to meet parish demands	E
A commitment to maintaining good health and safety practices and a willingness to undertake Health and Safety training as required	E
Experience	
Previous maintenance or similar experience, ideally in a similar role.	E
An interest or commitment to work for the Catholic Church	D