



## Diocese of Westminster

<b>Job Profile</b>	Parish Cleaner
<b>Parish</b>	Moorfields/Bunhill Row
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	Moorfields/Bunhill Row
<b>Location / Address</b>	St Mary Moorfields and St Joseph's Bunhill Row churches
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours</b>	16 hours – flexible working (14hrs at St Mary Moorfields, 2hrs at St Joseph's Bunhill Row)
<b>Salary</b>	£13.85 per hour
<b>Job Reference</b>	667-MOORF

### **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 and Crypt Hall at St Mary Moorfields and the Parish Hall and toilets at St Joseph's Bunhill Row, and to assist with laundry/ironing/changing bed linen for the Parish Clergy and guests.

### **Principal duties and responsibilities**

#### St Mary Moorfields

- To work with the Parish Team, ensuring a quality environment for residents and visitors.
- On a weekly basis clean all rooms in the Presbytery, including kitchens and bathrooms.
- On a weekly basis ensure all general Presbytery laundry and bedding is washed, dried and ironed (using parish equipment) and bed linen changed.
- On a twice weekly basis clean Crypt Hall and toilets.
- Monitor stock of cleaning materials and toilet rolls, requesting additional supplies in good time.

#### St Joseph's Bunhill Row

- On a weekly basis clean the Parish Hall, corridors and toilets.
- Monitor stock of cleaning materials and toilet rolls, 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 Parish Team.	E
<b>Experience</b>	
Some experience in a similar role.	D
An interest in working for the Catholic Church	E