



Diocese of Westminster

Job Profile	Cleaner
Department / Parish / Agency	Vaughan House Administration
Reporting to	Manager -Reception & Cleaning
Cost Centre	297
Location / Address	Vaughan House and Archbishops House
Management of	n/a
Contract type	Permanent
Hours	4 hours per week (Thursday 7.30am – 11.30am) plus availability to cover shifts when other members of the team are on annual leave
Salary	£13.15 per hour
Job Reference	647-297

Job Purpose:

To undertake cleaning of the offices and other areas of the Diocese of Westminster, at Vaughan House and Archbishops House

Principle duties and responsibilities

1. To undertake general cleaning tasks as specified in a schedule of duties. These will include:
 - i. To vacuum and clean all office areas including emptying and lining waste bins, clearing recycling
 - ii. To damp dust all the desks, keyboards, telephones on the desks, other equipment
 - iii. To clean and wipe down all kitchens including the walls and the inside of all kitchen equipment (i.e. microwave, fridge)
 - iv. To spot clean the carpets in the offices of any stains
 - v. To clean i.e. vacuum and mop all communal areas such as the stairs and hallways and the outside stairs and entrances to both Vaughan House and Archbishop's House
 - vi. To clean and mop surfaces of all bathroom and toilets
 - vii. To clean all sanitary ware with the appropriate products
 - viii. To top up the supplies in the kitchens and bathrooms and soap dispensers
 - ix. To dust the venetian blinds
 - x. To clean and damp dust all the banisters and ledges of windows
 - xi. To clean all walls which are dirty
 - xii. To clean all glass surfaces which are dirty
 - xiii. To clean all the skirting boards of both the Houses
 - xiv. To polish the brassware on the doors
2. To notify the line Manager of malfunctions in equipment or any defects that require attention
3. To notify the line Manager of areas that require special attention especially after major fundraising events in Archbishop's House.
4. To undertake other ad hoc cleaning projects as required
5. Availability to cover shifts when other members of the team are on annual leave

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 project a friendly, welcoming manner	E
Experience	
Previous cleaning experience, ideally in a similar role.	E

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required