



Diocese of Westminster

Job Profile	Cleaner for Parish Hall
Department / Parish / Agency	London Colney
Reporting to	Parish Priest
Cost Centre	RADLE
Location / Address	Our Lady St Mary of Walsingham, Haseldine Road, London Colney, AL2 1RR
Management of	n/a
Contract type	Permanent
Hours	2 hours – twice monthly
Salary	£15 per hour
Job Reference	685-RADLE

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 rooms and which can be accommodated within the available time. The successful candidate would be expected to maintain the cleanliness of the Parish Hall.

Principal duties and responsibilities

Richeldis Hall Cleaning – twice per month

The Richeldis Hall consists of lobby and corridor, the main hall and a fully functioning kitchen. There are ladies, men's and enabled toilet facilities. The expectation is that: -

- The whole hall is cleaned at least twice per month, this includes, entrance lobby, corridor, all toilets and kitchen. Particular attention should be paid to the floors, especially in the kitchen and all bathrooms.
- Doors, doorframes, windows, windowsills, skirting boards, and any other areas/surfaces not cleaned twice monthly should be cleaned on rotation at least once every 3 months.
- Kitchen: general clean should be carried out on each visit, with deep clean of appliances, eg fridge and inside of cupboards carried out on rotation at least once every 6 months or as required.

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

(N.B. Parish Centre cleaning will take place in the morning or afternoons depending on hires.)