



Job Profile	Parish Cleaner
Department / Parish / Agency	Dollis Hill Parish
Reporting to	Parish Priest
Cost Centre	DOLLH
Location / Address	216 Dollis Hill Lane, Dollis Hill, NW2 6HE
Management of	N/A
Contract type	Permanent
Hours	8 hours per week
Salary	£14 per hour / £5,824 per annum
Job Reference	714-DOLLH

Job Purpose:

To maintain high levels of cleanliness within the Parish House, Halls and Parish

Principle duties and responsibilities

1. Parish House

- Clean all three floors, including apartment over kitchen when in use
- Dust, run taps and flush toilets when not in use.
- Dust all surfaces upstairs
- Hoover the carpets, stairs and floors in all rooms
- Wash the floors once a week
- Clean the toilets, Flush and run taps in bathrooms not in use.
- Wash towels every two weeks and bed sheets every other week. ie ;Towels one week, sheets the next
- Do not put mixed colours in the dryer and use the settings for 'mixed load only' on the washing machine. Do not stop the washing machine cycle until it has properly finished.

2. Large Hall Downstairs

- Clean the disabled toilet and the entrance hallway every week
- Sweep the hall floor every week, wash once a month
- Wipe down all surfaces (tables, window sills etc)
- Clean the male and female toilets, Flush toilets
- Wipe down all surfaces in the kitchen
- Toilet rolls for the hall are in the cleaning cupboard opposite the door to the bar area
- Empty all rubbish bins in halls and toilets
- Ensure cleaning cupboard is locked when finished

3. Small Hall Downstairs

- Hoover the carpet once a month
- Wipe down all surfaces (tables and window sills etc)

- Clean the male and female toilets, Flush toilets, run taps
- Check and make sure that there is toilet paper in all of the toilets. Toilet rolls for the hall are in the cleaning cupboard opposite the door to the bar area
- Empty all rubbish bins in halls and toilets
- Ensure cleaning cupboard is locked when finished

4. Parish Church

- Sweep the Church floor every week - including the Sanctuary (Altar area) and either side of the Sanctuary where the large candle stands are.
- Dust down all surfaces every week. Wipe clean the wall mounted hand sanitiser dispensers in the church and the one in the entrance to the lift from the car park every week.
- Clean the holy water stoop in the side entrance regularly and replace with clean holy water from the container in the church.
- Wash the Church floor once a month
- Check the entrance from the car park to the lift every week, clean if needed, otherwise clean once a month
- Hoover the carpet in the side porch(entrance) and side chapel every week
- Wipe down/dust all surfaces in the side chapel
- Wipe down/dust all surfaces in the Choir loft
- Hoover the carpet and stairs of the Choir loft regularly
- Empty the rubbish bin in the choir loft every week.
- Sacristy
- Wipe down all surfaces and sweep the floor every week.
- Wash floor once a month along with the Church

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