



Diocese of Westminster

Job Profile	Parish Caretaker
Department / Parish / Agency	St Luke's Pinner
Reporting to	Parish Priest
Cost Centre	PINE
Location / Address	28 Love Lane, Pinner, Middlesex, HA5 3EX
Management of	n/a
Contract type	Permanent
Hours	20 Hours per week, Monday to Friday 8:30am to 12:30 pm
Salary	£13.85 per hour
Job Reference	720-PINE

Job Purpose:

To undertake/oversee cleaning and general maintenance of the parish hall, parish centre, and church and communal areas as required.

Principle duties and responsibilities

1. To ensure that the parish hall, centre, and church and communal areas are clean and tidy.
2. To be responsible for general maintenance and some cleaning duties within the parish hall, centre, church and communal areas, including:
 - i. all communal areas inside and outside the parish hall, centre and church
 - ii. cutting of grass around the premises and assisting volunteers with the gardening
 - iii. maintenance of all safety equipment (e.g. fire alarm system, fire-fighting equipment, escape routes)
 - iv. maintain kitchen equipment and ensure kitchens are clean & tidy
 - v. all lavatories including replenishing with toilet paper and soap
 - vi. the cleaning of all floors and surfaces
 - vii. the cleaning of doors and interior low-level windows as required
 - viii. moving rubbish bins to/and from rubbish collection point
 - ix. any other ad hoc cleaning duties as required
 - x. any other ad hoc duties as the parish may require e.g. setting up chairs for parish functions.
3. To notify the parish office of malfunctions in equipment or any building defects needing attention
4. To carry out necessary Health and Safety checks and ensure records are maintained in line with Government / Diocesan Guidelines.
5. To monitor contractors visiting the premises ensuring they sign in/out

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
An ability to work within a small team comprised of volunteers and under the supervision of the parish priest.	Essential
An ability to work alone and use initiative as required.	Essential
Excellent organisational skills, able to prioritise and meet deadlines.	Essential
Strong communication skills.	Essential
Flexibility in working hours to meet demand.	Desirable
Willingness to undertake Health and Safety training.	Essential
A knowledge and experience of intermediate Microsoft Office programs, including Outlook, Word and Excel	Essential
Experience	
Previous caretaking experience, ideally in a similar role.	Desirable