



Diocese of Westminster

Job Title	Parish Cook/Housekeeper
Department / Parish / Agency	Hayes
Reporting to	Parish Priest
Cost Centre	n/a
Location / Address	Botwell House, Botwell Lane, Hayes, UB3 2AB
Management of	n/a
Contract type	Fixed-term for 12 months
Hours	20 hours per week (Mon – Fri, 10:00 – 14:00)
Salary	£13.85 per hour // £14,404 per annum
Job Reference	712-REP

Job Purpose:

To prepare a main course meal and dessert per day for the priests and any other visitors to the presbytery. Attend to housekeeping duties where necessary.

Principle duties and responsibilities

1. To shop for ingredients and prepare a meal consisting of one main course and dessert each day.
2. To prepare an additional main course meal on Friday for the following day.
3. To consult with the Community regarding any meal preferences.
4. To set up the table with cutlery for the main meal.
5. To ensure the correct storage of food and to inspect it regularly to ensure food does not become out of date.
6. To ensure that the kitchen and dining area are kept clean and tidy (including fridge, freezer, cooker and cupboards).
7. To maintain essential kitchen and dining room equipment.
8. To ensure that all crockery and utensils are placed in the dishwasher or cleaned manually before the end of duty.

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
Effective communication demonstrating enthusiasm and passion	E
Maintaining positive internal and external relationships	E
Ability to effectively manage time and work effectively under pressure	E
Accurate with great attention to detail	E
Ability to work well as part of a team	E
Strong planning and organisational skills	E
Experience	
Experience of working within a fast-paced environment	E
Ability to maintain confidentiality at all times	E