

DIOCESE OF WESTMINSTER

<u>Job Profile:</u>	Parish Housekeeper
<u>Location:</u>	Parish of Our Lady Immaculate & St Andrew in Hitchin
<u>Reporting to:</u>	Parish Priest
<u>Job Purpose:</u>	To provide a daily lunchtime meal during the week to the Clergy of the parish and to maintain high levels of cleanliness within the Parish Presbytery, Sacristy corridor rooms and Emmanuel Centre.

Principal duties and responsibilities:

1. To shop for and provide a balanced lunchtime meal with a main course and pudding for the three priests, or occasionally more if they have guests. The meals to cater for one vegetarian (who will eat fish) as well as the two who eat meat. To wash up afterwards and maintain the cleanliness of the kitchen. All food expenses to be claimed via the parish Administrator
2. To undertake cleaning duties in the Presbytery, the Parish Offices, the Sacristies, the Sacristy corridor, the Christopher House lobby, stairs and landing and, as required, the Emmanuel Centre and the Doris Harris Room
3. To buy any cleaning items required. All expenses to be claimed via the parish Administrator
4. The cooking and cleaning duties will include those tasks detailed at Appendix 1.
5. To undertake other ad-hoc cleaning and support duties as required.

<u>Person Spec:</u>	Parish Housekeeper
<u>Contract Type:</u>	Permanent
<u>Salary Range:</u>	£13.65 per hour
<u>Hours of Work:</u>	4 hours per day Monday – to Friday. Lunch to be served at 1pm daily (unless otherwise specified by the Priests).

Experience Required:

1. Some catering experience in the home or in a similar role elsewhere.
2. Cleaning experience in the home or similar role elsewhere.
3. An interest in working for the Catholic Church.

Skills Required:

1. Ability to menu plan and communicate with the Priests.
2. Good time management skills with an ability to prioritise to ensure the meal is delivered on time.
3. Good planning skills to be able to fit the cleaning role around the cooking requirements.
4. Ability to work with complete discretion and confidentiality.
5. The ability to project a friendly, welcoming manner.
6. The ability to work as part of a small close-knit team.

APPENDIX 1

Cooking duties

Plan menus for the week with the Priests with a main course including a source of protein (meat and fish or other vegetarian dish) and two vegetables and potatoes or rice. Whatever the main dish is a vegetarian or fish option should be provided for Fr Tom. The others will eat fish and the vegetarian option occasionally also.

Buy the provisions for the meals weekly or as appropriate so that they are as fresh as possible.

Simple pudding which can be bought – does not have to be homemade.

Meal to be served at 1pm (unless asked for earlier or later by the Priests)

Any excess food can be plated as a meal to be frozen.

Wash up all cooking utensils and crockery.

Cleaning duties (to be completed over the week)

Clean, dust and Hoover throughout.

Wipe down work surfaces, cupboards and doors

Clean bathrooms and toilets and wash floors.

Clean kitchen and wash floor.

Clean inside of oven and microwave as required.

Clean fridge and defrost freezer as required.

Descal kettle as required

Empty and wash out kitchen food waste caddy.

Clean inside of windows.

Empty rubbish bins and shredder and recycle as necessary.

Change towels in the downstairs toilet and the Altar server sacristy once a week.

Buy tea, coffee and sugar and cleaning items for house and office as required.

Set dining table and change napkins.

Check and as necessary put dustbins, paper bins and food waste bins out for collection on the due days.

Recover dustbins, paper bins and food waste bins after they have been emptied

Water plants in house and corridor.

Notes:

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