



# Diocese of Westminster

<b>Job Profile</b>	Parish Cleaner
<b>Department / Parish / Agency</b>	Tottenham Parish
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	TOTTE
<b>Location / Address</b>	729 High Road, London, N17 8AG
<b>Management of</b>	n/a
<b>Contract type</b>	Maternity, up to 12 months
<b>Hours</b>	6 hours per week (Tuesday 09:00 – 13:00 & Thursday 10:00 – 12:00)
<b>Salary</b>	£14.50 per hour
<b>Job reference number</b>	738-TOTTE

## **Job Purpose:**

To maintain high levels of cleanliness within the parish presbytery and Parish Hall

## **Principal duties and responsibilities:**

1. To undertake general cleaning duties within the presbytery. This will include: -
  - i. To Hoover all presbytery rooms
  - ii. To clean all communal areas such as the stairs, sacristy, church porch
  - iii. To clean the kitchen including all kitchen equipment (i.e. cooker, microwave)
  - iv. To clean and mop surfaces of all bathroom and toilets
  - v. To clean and polish all floors and surfaces
  - vi. To clean doors and interior windows as required
  - vii. To undertake general cleaning duties in the Parish Hall
  - viii. Doors, doorframes, windows, windowsills, high surfaces, skirting boards, and any other areas/surfaces not cleaned weekly should be cleaned on rotation at least once every six weeks.
  - ix. Kitchen: general clean should be carried out at least once a week, with deep clean of appliances and inside of cupboards carried out on rotation at least once every six weeks.
  - x. Replenish toilet rolls, soap, hand-sanitiser as necessary
2. To undertake laundry duties as required
3. To undertake other adhoc cleaning duties as required.
4. The Housekeeper/Cleaner is expected to monitor the stock of cleaning materials, requesting additional supplies in good time

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## **Our Diocesan Values**

Catholic social teaching covers all spheres of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, 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 and 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 we serve.

### **Reliability**

Because our parishes, agencies and schools rely on us to support them in the work that they do, we aspire to deliver excellent service with consistency. 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 and truth, and be straightforward in our dealings with others 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 challenges. We shall be persistent in our pursuit of continual improvement and excellence, and 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 colleagues' success; we will support, provide care and compassion to those who need it. We will be relied upon to be competent, reliable and 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.

<b>Competencies</b>	<b>Essential/ Desirable</b>
<b><i>Excellent Communication Skills:</i></b> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people working or serving the Diocese i.e. employees, clergy, contractors etc.	E
<b><i>Excellent Organisational Skills:</i></b> able to manage multiple deadlines, maintain attention to detail and have an ability to prioritise	E
<b><i>Collaborative Teamwork:</i></b> Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
<b><i>Problem Solving:</i></b> able to approach challenges creatively and make informed decisions under pressure	E

<b>Adaptability and Flexibility</b> -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Ability to work with complete discretion and confidentiality	E
Ability to project a friendly, welcoming manner	E
<b>Experience</b>	
Relevant experience in a similar role	E
Experience working within a faith-based, non-profit, or charitable organisation	D
<b>Other Requirements</b>	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D

**(N.B. Parish Centre cleaning will vary and will be in liaison with cleaner and Administrator or Parish Priest.)**