



## Diocese of Westminster

<b>Job Profile</b>	Domestic Assistant Supervisor
<b>Department / Parish / Agency</b>	Allen Hall Seminary
<b>Reporting to</b>	Domestic Bursar
<b>Cost Centre</b>	ADM
<b>Location / Address</b>	Allen Hall Seminary
<b>Management of</b>	Cleaning team
<b>Contract type</b>	Permanent
<b>Hours</b>	35 hours per week (Monday to Friday, 8:00am to 3:30pm with a 30-minute unpaid lunch break)
<b>Salary</b>	£27,000 to £29,000 (depending upon experience)
<b>Job Reference</b>	753-ADM

**Job Purpose:** To maintain high levels of cleanliness at Allen Hall

**Supervisor duties:**

1. Supervise the team of cleaners in their assigned task and oversee the work of the cleaning team daily.
2. Managing work schedule of the cleaning team and reallocate work to cover absences.
3. Handle reassignment of tasks when needed.
4. Maintain daily cleanliness report.
5. Perform own cleaning duties.
6. Ensure all cleaning equipment is well maintained and safe for use.
7. Monitor cleaning material stock level.
8. Weekly meeting with the Domestic Bursar.

**Principal duties and responsibilities:**

1. To service guestrooms
2. To undertake the following housekeeping tasks:
  - Clean and Hoover the reception area, student common room, communal spaces in the complex, classrooms, offices, meeting rooms, staff sitting rooms, bathrooms, toilets, and kitchenettes.
  - Service priest's flats including their kitchen, ovens, washing-up, bathrooms and making their beds.
  - To collect, launder, iron and replace the resident priests' personal laundry
  - Undertake house laundry i.e. beddings, towels etc.
  - Clean laundry area including machines and washing down floors

**Other duties:**

1. Repair priests' laundry and house linen.
2. Assisting with the operation of the summer hostel: This will include setting up and spring cleaning every guest room and common area. Set up and clear breakfasts, clean all kitchenettes and bathrooms each day. Service guest rooms each day. Laundry each day i.e. sheets and towels. Work weekends and bank holiday during hostel operation (July/August).
3. To prepare and set up / clear up refreshments for meetings.

## **General**

1. It is understood that the working hours of this position are 35 hrs per week, including a half hour unpaid break. Hours of work are 8.00am to 3:30pm.
2. Abide by the organisation's policies and procedures, including health & safety, confidentiality, safeguarding and equal opportunities.
3. Participate in regular supervision sessions and actively engage in any training required to carry out the tasks associated with this post.
4. This position will be appraised annually after the initial 6-month review.

## **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 center. 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.

<b>Skills/competence and knowledge requirements</b>	<b>Essential/ Desirable</b>
Good organisational skills, with an ability to prioritise	E
Ability to project a friendly, welcoming manner	E
Ability to work with complete discretion and confidentiality	E
Ability to work within a small team	E
<b>Experience</b>	
Some experience in similar role would be preferred	E
Professional knowledge and expertise	E
Accreditation by a technical or professional body	D
An interest in working for the Catholic Church	E

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