



Job Profile	Botwell Venues Caretaker
Department / Parish / Agency	Hayes
Reporting to	Parish Priest
Cost Centre	REP
Location / Address	Botwell Lane, Hayes UB3 2AB
Management of	n/a
Contract type	Permanent
Hours	10 hours per month
Salary	£13.85 per hour
Job Reference	769-REP

Job Purpose:

To undertake the general maintenance of all the hire venues. Assisting with the opening and closing of the venues as required.

Principle duties and responsibilities

1. To ensure that the parish halls are clean and tidy.
2. To be responsible for general maintenance and cleaning duties within the parish venues, including:
 - i. all communal areas inside the parish hall.
 - ii. maintenance of all safety equipment (e.g. fire alarm system, fire-fighting equipment, escape routes)
 - iii. maintenance of kitchen equipment
 - iv. the cleaning of all floors and surfaces
 - v. the cleaning of doors and interior low-level windows as required
 - vi. moving rubbish bins to/and from rubbish collection point
 - vii. any other ad hoc cleaning duties as required
 - viii. occasional maintenance in other areas of the parish estate, as and when requested/required
3. To notify the parish priest of malfunctions in equipment or any building defects needing attention

Our Diocese Values

Catholic social teaching covers all aspects 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.

We are person-centered and so we place human dignity at the heart of all that we do. 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 for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfill our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

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.

Competencies	Essential/ Desirable
<i>Excellent Communication Skills:</i> 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
<i>Excellent Organisational Skills:</i> able to manage multiple deadlines and maintain attention to detail	E
<i>Collaborative Teamwork:</i> 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
<i>Problem Solving:</i> able to approach challenges creatively and make informed decisions under pressure	E
<i>Adaptability and Flexibility-</i> comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
An ability to work within a small team comprised of volunteers and under the supervision of the parish priest.	E
An ability to work alone and use initiative as required.	E
Flexibility in working hours to meet demand.	D
Willingness to undertake Health and Safety training.	E
Experience	
Relevant experience in a similar role	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Other Requirements	
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