



Diocese of Westminster

Job Profile	Parish Cleaner
Department / Parish / Agency	St Mellitus Church Tollington Park
Reporting to	Parish Priest
Cost Centre	TOLLP
Location / Address	Tollington Park N4 3AG
Management of	n/a
Contract type	Permanent
Hours	7 hours per week (weekdays, neg)
Salary	£13.85 per hour
Job reference number	796-TOLLP

Job Purpose:

To maintain a clean, safe, and welcoming environment in the parish buildings in support of the parish mission

Principal duties and responsibilities:

1. To undertake general cleaning duties within the Presbytery. This includes:
 - To Hoover all presbytery rooms.
 - To clean all communal areas such as the stairs, sitting room, and dining room
 - To clean and mop the surfaces of all bathrooms and toilets
 - To clean and polish all floors and surfaces
 - To clean doors and interior windows as required
 - To dust walls and curtains as required
2. To undertake laundry duties as required (wash, dry and iron bed linens and towels from Presbytery)
3. To undertake other ad hoc cleaning duties as required in the Presbytery.

Note: These responsibilities are carried out weekly to ensure all general presbytery laundry is washed, dried, and ironed using parish equipment (washing machine, dryer, etc) as required.

The Housekeeper/Cleaner is expected to monitor the stock of cleaning materials and request additional supplies on time.

Our 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
Excellent Communication Skills: Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
Excellent Organisational Skills: able to manage multiple deadlines and maintain attention to detail	E
Collaborative Teamwork: 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
Problem Solving: able to approach challenges creatively and make informed decisions under pressure	E
Adaptability and Flexibility -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	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