



Diocese of Westminster

Job Profile	Housekeeping Assistant
Department / Parish / Agency	Neasden and Stonebridge
Reporting to	Parish Priest
Cost Centre	NEASD STONE
Location / Address	The Presbytery, Brentfield Road, NW10 8ER
Management of	n/a
Contract type	Permanent
Hours	Saturday 10am – 4pm (negotiable) 6 hours per week
Salary	£15 per hour
Job Reference	852-NEASD STONE

Job Purpose: To assist in the successful day to day operation in the parish, especially in the housekeeping department.

Principal duties and responsibilities:

The Housekeeping Assistant will provide essential and effective support to making sure that Presbytery is clean, tidy for the Parish Priest and inviting for any guests.

The Housekeeping Assistant's main responsibilities are:

- Carry out routine cleaning and tidying in the presbytery
- Providing fresh bedlinen and towels when and where required
- Laundering and ironing altar linen and priest's albs
- Laundering and ironing priest's clothes
- To make sure all landings, corridors, staircases and all other communal areas are clean and all bins emptied.
- To assist colleagues in other ways if reasonably required

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 fulfil 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.

Skills/competence and knowledge requirements	Essential/ Desirable
Excellent communications, organizational, time management and customer service skills, ability to handle multiple priorities and to be forward thinking	E
High level of verbal and written English	D
Being methodical and able to work under pressure, to tight deadlines, plan, organise, prioritise and carry out, anticipating demands is essential	E
Being able to work in a team as well as on his/her own initiative, being innovative, intuitive and being always positive and friendly are essential	E
A passion for genuine Christian hospitality and care plus a willing identification with the Diocesan and Parish's Mission and policies	D
Experience	
Experience in the Hospitality Trade an added qualification but not essential as training will be provided	D