



DIOCESE OF BRENTWOOD

Job Title	Cleaner/Handyperson
Parish/Department/Location	Holy Family & St Thomas More Parish, Benfleet
Reports To	Parish Priest
Important Relationships	Other Parish Clergy Parish Secretary
Hours of Work (per week)	12
Contract Type	Permanent

<p>Overall Job Purpose</p>
<p>To manage effectively the routine cleaning with some maintenance and health & safety of the buildings of Holy Family and St. Thomas More Parish.</p>
<p>Main Responsibilities</p>
<ul style="list-style-type: none"> • Be responsible for the routine maintenance and upkeep of the premises, ensuring hall is clean and tidy for lettings, prioritising the daily workload. • Cleaning of internal glass, internal and external door glass and internal side of external windows, including those of the church porch. • Cleaning of external windows at ground level, including those of the church and presbytery. • Sweep yards, pick up litter and be responsible for the removal of all debris from car park, paths, grassed areas, flowerbeds and all entrances. To carry out appropriate duties in relation to the grounds e.g. watering, weeding, planting small areas. • Ensure that external rubbish is stored and disposed of appropriately. • To empty internal communal rubbish bins daily using appropriate recycling initiatives. • Ensuring that the cleaning of toilets and toilet areas is done, and the replenishment of toiletries is carried out. • General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting. • Ordering of cleaning materials. • Ensure that all refuse is disposed of promptly and stored away from the main building. • Routinely clean lamp shades and light diffusers (strip lights). The height limit is eleven feet. • Ensure that clear passage is maintained on fire escape routes • Carry out periodic cleaning of all internal surfaces to a height of eleven feet from floor level. <p><u>General Maintenance:</u></p> <ul style="list-style-type: none"> • Periodic visual check of roofs for pooling, loose tiles, plant growth etc. reporting any anomalies. • Periodically clean soffits, bargeboards and external lights. • Keep all hard surfaces free of moss and weeds. • Disinfect drains and dustbins regularly. • Make safe any hazards and ensure that the area is cordoned off. • Keep paths and entrances free of ice and snow. <p><u>Maintenance Management:</u></p> <ul style="list-style-type: none"> • To be responsible for maintaining the premises in a safe and healthy condition, within the competence of the post holder. • Noting, monitoring and reporting any defects in the parish furniture, fittings, equipment and buildings to the Parish Priest. • Maintain an accurate log sheet of hours worked. • Be responsible for ordering cleaning equipment.

Heating, Lighting and Water:

- Ensure that all lights and heating are working effectively reporting defects to Parish Priest.
- Monitoring and setting of heating controls and boilers.
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Ensure that the boiler house is tidy and that no flammable material is stored there.
- Using appropriate PPE (Personal Protective Equipment), replace, repair fluorescent tube starters and fluorescent tubes up to a height of eleven feet.

Notes:

1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
5. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
6. Smoking is not permitted while on duty or in uniform (where this is worn).
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

EQUAL OPPORTUNITIES

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

CHANGES TO THIS JOB DESCRIPTION

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

Date of Job Description:

Post-holder in receipt and agreement of job description:

Signature

Name (please print).....

Manager's Signature

Name (please print).....

Review date

Person Specification**(Personal attributes essential to performing role: e.g. skills, competencies, expertise, knowledge, experience.)**

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Good general education GCSE English and Maths at Grade C or above (or equivalent)	✓	
SKILLS AND KNOWLEDGE		
• Experience of working in a similar environment would be desirable.		✓
• Flexibility and sensitivity to the needs of a wide range of users of the site is essential	✓	
• Knowledge of efficient cleaning methods and materials.	✓	
• Evidence of success in handyperson or DIY tasks	✓	
ATTRIBUTES		
• Be self-motivated and possesses good communication skills to keep in touch with both the Parish Priest and Secretary.	✓	
• A hard-working, honest, dependable person to act as parish cleaner/caretaker.	✓	
• Be able to exercise both integrity and discretion.	✓	
• Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood, and priests and laity of the Diocese.	✓	
ADDITIONAL REQUIREMENTS/INFORMATION (e.g. hours, shift work, travel)		
• Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese.	✓	
• Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.	✓	
Date of Completion of Job Description (month and year)	June 2021	
Name & Role of Job Description Content Creator	Parish Secretary	

This role will be subject to satisfactory receipt of a Criminal Records Check.

For further information please contact Rev Dr Eduard-William Fartan by emailing benfleet@dioceseofbrentwood.org