



## DIOCESE OF BRENTWOOD

Job Title	Cleaner
Parish/Department/Location	The Holy Family and All Saints, Witham
Reports To	Parish Priest
Hours of Work (per week)	2 hours fortnightly
Contract Type	Permanent

<b>Overall Job Purpose</b>
To manage effectively the routine cleaning of the Parish Hall and Presbytery.
<b>Main Responsibilities</b>
<ol style="list-style-type: none"><li>1. General cleanliness around the church complex.</li><li>2. Be responsible for routine upkeep of the premises, ensuring halls are clean and tidy for letting, prioritising the daily workload.</li><li>3. Clean internal floors, corridors, toilets and toilet area, replenishing toiletries. Ensure flush is working.</li><li>4. Cleaning of internal glass, internal and external door glass and internal side of external windows.</li><li>5. Cleaning of external windows at ground level.</li><li>6. Dust, damp wipe, work surfaces, ledges, windowsills- cleaning of windows internal and external, at ground level only.</li><li>7. Empty internal communal rubbish bins using appropriate recycling initiatives. Clean and disinfect bins.</li><li>8. Ensure internal and external rubbish is disposed of appropriately and kept away from the main building.</li><li>9. Routinely clean and check lighting- wipe strip lights. Height limit is advised at eleven feet.</li><li>10. Order all cleaning materials as agreed with Parish Priest.</li><li>11. Work with the Parish Administrator and inform her and the Parish Priest of any issues you discover in the course of your work.</li></ol>

### 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).....

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Manager's Signature .....

Name (please print).....

Review date .....

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

<b>SELECTION CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION AND QUALIFICATIONS</b>		
Good general education GCSE English and Maths at Grade C or above (or equivalent)	✓	
<b>SKILLS AND EXPERIENCE</b>		
Previous cleaning experience in a Church or similar environment		✓
Flexibility and sensitivity to the needs of a wide range of users of the site is essential.	✓	
Knowledge of efficient cleaning methods and materials.	✓	
Knowledge and experience of Health & Safety procedures and precautions	✓	
<b>KNOWLEDGE</b>		
Knowledge of COSHH regulations		✓
<b>ADDITIONAL REQUIREMENTS/INFORMATION</b> (e.g. hours, shift work, travel)		
<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.</li> </ul>	✓	
Date of Completion of Job Description (month and year)	June 2021	
Name & Role of Job Description Content Creator	Parish Priest	

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

For further information please contact Father Nixon by emailing [witham@dioceseofbrentwood.org](mailto:witham@dioceseofbrentwood.org)