



DIOCESE OF BRENTWOOD

Job Title	Housekeeper
Parish/Department	Parish Office
Location	Holy Trinity presbytery and hall, St. Therese Hall and occasional tidying up of the common area in the presbytery at St. Basils.
Reports To	Parish Priest
Accountable To	Parish Priest
Hours of Work	15 hours to be worked on Tuesday, Wednesday, and Thursday 9am-2pm
Contract Type	Permanent

Overall Job Purpose
<ul style="list-style-type: none">• Cleaning and maintaining the Holy Trinity presbytery to ensure that it provides a comfortable living space for the Priests.• Routine upkeep of the other premises as per the requirements.• General Laundry – Washing clothes and ironing.
Main Responsibilities
<ul style="list-style-type: none">• Be responsible for routine upkeep of the premises, ensuring halls are clean and tidy for letting, prioritising the daily workload.• Cleaning of internal floors, corridors, toilets, and toilet area, replenishing toiletries.• Ensuring toilet flush is working.• Cleaning of internal glass, internal and external door glass, and internal side of external windows.• Cleaning of external windows at ground level.• Clean all entry points and communal areas.• Dust, damp wipe, work surfaces, ledges, windowsills - cleaning of windows internal and external, at ground level only.• Empty internal communal rubbish bins using appropriate recycling initiatives.• Clean and disinfect bins.• Ensure internal and external rubbish is disposed of appropriately and kept away from the main building.• Routinely clean and check lighting- wipe strip lights. Height limit is advised at eleven feet.• Washing Clothes and Ironing.• Answering the door to visitors when others are not available. <p>In all aspects of work, you must respect the need for confidentiality.</p>

Notes:

- You will be expected to produce work to a high standard and to promote quality at all times.
- You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
- 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.
- You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
- If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
- Smoking is not permitted while on duty or in uniform (where this is worn).
- 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

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
--------------------	-----------	-----------

EDUCATION AND QUALIFICATIONS		
Good General Education	✓	

SKILLS AND EXPERIENCE		
Previous cleaning experience in a Church or similar environment		✓
Previous experience as a Housekeeper		✓
Experience and ability to meet food hygiene requirements	✓	
Able to communicate effectively	✓	
Self-motivated and able to work independently	✓	
Ability to plan and organise effectively	✓	
Flexibility and sensitivity to the needs of a wide range of users of the site is essential.	✓	
Awareness of health and hygiene procedures	✓	

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	✓	
Awareness of health and hygiene procedures	✓	

KNOWLEDGE		
Knowledge of COSHH regulations		✓
Knowledge of efficient cleaning methods and materials.	✓	
Knowledge and experience of Health & Safety procedures and precautions	✓	

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.		✓
Car driver with access to own transport.	✓	

Date of completion of Job Description (month and year)	February 2022
Name and Role of Job Description Content Creator	

For more information please contact the Parish Priest via email frsabupariyadan@dioceseofbrentwood.org