

Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE: Cleaner- Parish Hall

DEPARTMENT: Witham

LOCATION:

RESPONSIBLE TO: Parish Priest

ACCOUNTABLE TO: Parish Priest

OVERALL PURPOSE OF JOB:

To manage effectively the routine cleaning at The Holy Family and All Saints- Witham.

Hours of work are two hours fortnightly.

MAIN RESPONSIBILITIES:

1. Be responsible for routine upkeep of the hall.
2. Ensuring halls, parish rooms and kitchens, are clean and tidy for letting, prioritising the daily workload.
3. Clean internal floors, corridors, toilets and hall toilet area, replenishing toiletries. Ensure flush is working.
4. Cleaning of internal glass, internal and external door glass and internal side of external windows.
5. Dust, damp wipe, work surfaces, ledges, windowsills, cleaning of internal windows.
6. Empty internal communal rubbish bins using appropriate recycling initiatives. Clean and disinfect bins.
7. Ensure internal and external rubbish is disposed of appropriately and kept away from the main building.
8. Inform the Parish Priest of any issues you discover in the course of your work.

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 – Cleaner

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Good General Education	✓	
SKILLS AND EXPERIENCE		
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	✓	
Awareness of health and hygiene procedures	✓	
KNOWLEDGE		
Knowledge of COSHH regulations		✓
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.		✓