

**Diocese of Brentwood**

**JOB DESCRIPTION**

**JOB TITLE:** Housekeeper

**DEPARTMENT:** Parish Office

**LOCATION:**

**RESPONSIBLE TO:** Parish Priest

**ACCOUNTABLE TO:** Parish Priest

**OVERALL PURPOSE OF JOB:**

Cleaning and maintaining the Presbytery to ensure that it provides a comfortable living space for the Parish Priest.

Preparing meals for the Parish Priest.

**MAIN RESPONSIBILITIES:**

- Dusting and polishing furniture and fixtures.
- Cleaning and sanitising toilets, showers/bathtubs, countertops, and sinks
- Maintaining a clean and sanitary kitchen area
- Making beds and changing linens
- Cleaning windows, mirrors and other glass surfaces
- Vacuuming and cleaning carpets and rugs
- Sweeping/vacuuming, polishing, and mopping hard floors
- Sorting, washing, loading, and unloading laundry
- Ironing clothing items as necessary.
- Keeping bathrooms stocked with clean linens, toiletries, and other supplies.
- Emptying rubbish bins and disposing of waste.
- Tidying up rooms.
- Monitoring cleaning supplies and ordering additional items to ensure adequate stock.
- Ensure that all cleaning supplies are stored in a safe place to comply with Health & Safety Regulations.
- Ensure that protective clothing is worn where necessary in accordance with Controls of Substances hazardous to Health (COSHH)
- Preparing meals for the Parish Priest as required.
- Undertaking the weekly grocery shopping and ordering of associated supplies.
- Keeping kitchen pots, pans and work surfaces clean and in good condition
- Ensuring refrigerator is clean and out-of-date items discarded
- Monitoring all domestic equipment, reporting any needs for repairs, replacements or servicing.
- Answering the front door to visitors.

**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 – Housekeeper**

<b>SELECTION CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION AND QUALIFICATIONS</b>		
Good General Education	✓	
Basic Food Hygiene Certificate	✓	
<b>SKILLS AND EXPERIENCE</b>		
Previous cleaning experience in a Church or similar environment		✓
Previous experience as a Housekeeper or Catering Assistant		✓
Ability to prepare basic meals	✓	
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	✓	
<b>KNOWLEDGE</b>		
Knowledge of COSHH regulations		✓
Knowledge of efficient cleaning methods and materials.	✓	
Knowledge and experience of Health & Safety procedures and precautions	✓	
<b>ADDITIONAL REQUIREMENTS/INFORMATION</b> (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.		✓