

**Diocese of Brentwood**

**JOB DESCRIPTION**

**JOB TITLE:** Cleaner

**DEPARTMENT:** Parish Office

**LOCATION:** Chingford

**RESPONSIBLE TO:** Parish Priest

**ACCOUNTABLE TO:** Parish Priest

**OVERALL PURPOSE OF JOB:**

Be responsible for the routine maintenance and upkeep of the premises, ensuring the hall is clean and tidy.

Hours of work 9 per week , hourly rate £13.85.

**MAIN RESPONSIBILITIES:**

<b>KEY ACCOUNTABILITIES:</b>	
<b>General cleaning:</b>	<b>Frequency</b>
Dusting of all surfaces, vacuuming, mopping floor surfaces in the hall	Weekly
Cleaning of internal glass, internal and external door glass.	As needed
To empty internal rubbish bins using appropriate recycling.	Weekly
Ensure that rubbish is stored and disposed of appropriately.	Weekly
Cleaning of toilets and toilet areas, and the replenishment of toiletries.	Weekly
Cleaning kitchen equipment including oven, fridge-freezer and small appliances	As needed
Ordering of cleaning materials through parish secretary.	As needed
Routinely dust and clean in the high windows using specially adapted duster.	Monthly
Ensure that clear passage is maintained on fire escape routes	As needed
Other reasonable cleaning tasks.	As needed
<b>General Maintenance:</b>	<b>Frequency</b>
Disinfect drains and dustbins regularly.	As needed or Monthly
<b>Management:</b>	<b>Frequency</b>
Reporting any defects in the parish furniture, fittings, equipment and buildings to the Parish Priest.	As needed

April 2025

**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 – Cleaner**

<b>SELECTION CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION AND QUALIFICATIONS</b>		
Good General Education	✓	
<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	✓	
Awareness of health and hygiene procedures	✓	
<b>KNOWLEDGE</b>		
Knowledge of COSHH regulations		✓
<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.		✓