

DIOCESE OF SALFORD

Job Title:	Cleaner		
Department:	Holy Family, Denton		
Reports to (job title):	Parish Priest		
Accountable to:	Parish Priest		
Location:	Holy Family Presbytery, 67 Thornley Lane North, Reddish, Stockport SK5 6QR	Travel Required:	No
Level/Salary Range:	£12 per hour	Position Type:	Part-time, permanent
Hours of Work:	4 hours per week to be worked on a flexible basis as agreed by the Parish Priest.	Holidays	25 days holiday per year plus statutory bank holidays and 5 closure days (Maundy Thursday & 4 over the Christmas/New year period). Pro-rata for part time employees
Overview and Job Purpose:			
To maintain a clean, tidy, hygienic, and efficiently run parish house with responsibility for achieving and maintain the highest standards of cleanliness in those areas reasonably designated by the Priest and defined in this job description.			
Job Description:			
Working under the direction of the Priest:			
Week by week			
<ul style="list-style-type: none"> To plan and implement a routine for cleaning the parish house. In living and dining rooms to dust surfaces, fixtures and fittings and ornaments regularly. To sweep/ mop/ vacuum as required (depending on flooring). In hall, stairs and landing to dust surfaces and banisters and vacuum carpets / clean floors. To clean all kitchen surfaces and appliances and mop the floor. To load the dishwasher/wash dishes, as necessary. To maintain adequate supplies of appropriate cleaning materials. 			
As necessary			
<ul style="list-style-type: none"> To dust and wipe down skirting boards, picture rails and less visible areas. To sweep cobwebs. To clean internal low-level windows. To clean the insides of the oven and fridge. To defrost the freezer. To pull out furniture where possible and vacuum underneath and behind. 			

- From time to time, for example if guests are invited, you might be required to divert from your usual routine and make special preparations.
- To complete any other reasonable duties as request by the Priest.

Knowledge, skills, and abilities:

- Experience of cleaning and housekeeping duties.
- Ability to work on own initiative and be reliable.

An awareness of health and safety requirements and an aptitude to apply these to their everyday work.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications and training:		
Experience:		<ul style="list-style-type: none"> • Experience of cleaning work
Knowledge, skills, and abilities:	<ul style="list-style-type: none"> • Ability to maintain a high standard of cleanliness and compliance with safety regulations. • Able to work alone and with others in a team 	
Personal qualities:	<ul style="list-style-type: none"> • Reliable • Honest 	
Other requirements:	<ul style="list-style-type: none"> • All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. • Prepared to work evenings/weekends and flexibly when required 	

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Parish Priest.

Other Information:

References and Reports

- Two professional references will be required.

Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Confidentiality: During their employment, the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

Data Protection: Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

Safeguarding: The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

Probationary period: This position is subject to completion of an initial probationary period of six months.

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining the respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:		Date:	
Reviewed By:		Date:	

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures <https://www.csas.uk.net/procedures-manual/>

Print Name:		Date:	
Signature:		Parish:	