

# DIOCESE OF SALFORD

<b>Job Title:</b>	<b>Cleaner</b>		
<b>Department:</b>	Projects & Operations		
<b>Reports to (job title):</b>	Head of Projects & Operations		
<b>Accountable to:</b>	Head of Projects & Operations		
<b>Responsible for:</b>	N/A		
<b>Key Relationships:</b>	Caretaker, Receptionist, Senior Housekeeper		
<b>Location:</b>	Cathedral Centre, 3 Ford Street, Salford, M3 6DP	<b>Travel Required:</b>	None required
<b>Level/Salary Range:</b>	£12.00 per hour	<b>Position Type:</b>	Part time, permanent
<b>Hours of Work:</b>	21.15 hours per week  07:45 am – 12pm Monday – Friday. Some flexibility may be required	<b>Holidays</b>	25 days per annum plus 8 statutory bank holidays plus 5 Diocesan closure days (4 over Christmas/New Year and 1-day Maundy Thursday) Subject to pro-rata

## **Overview and Job Purpose:**

Cleaning staff are integral to ensuring the Diocese provides a welcoming and hospitable place for visitors and staff at the Cathedral Centre. They will provide efficient and effective cleaning support to the Cathedral Centre, ensuring that the security and general appearance of the building and surroundings are maintained in accordance with the required standards.

## **Job Description:**

### **Main Responsibilities:**

#### **Cleaning:**

Cleaners will be required to undertake the following duties as directed by the Head of Projects & Operations using the prescribed methods and frequencies in line with the requirements of the cleaning specification and safe working procedures:

- Emptying general waste bins and recycling containers, transporting waste materials to designated deposit points for removal by contractors.
- Sweeping floors with brushes or dust control mops.
- Mopping floors with wet or damp mops.
- Using electronically powered scrubbing / polishing / vacuuming machines to scrub, polish, spray and clean floors (after receiving proper instruction and training).
- Carry out regular cleaning of internal glazing and general appliances.
- Dusting, damp wiping, washing or polishing desks, benches, furniture, ledges, windowsills and external surfaces of cupboards, radiators, shelves and fitments.
- Replenishing consumable items (soap, toilet rolls, and paper towels) as required.
- Cleaning toilets, urinals, hand basins and sinks.

- Cleaning kitchenettes including counters, kitchen fridges, microwaves and sinks.
- Using chemical agents as directed in the discharge of cleaning operation or maintenance procedures (after receiving proper instruction and training).
- Wash laminated walls or clean low level interior window cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes.
- Moving furniture in line with manual handling procedures to ensure detailed cleaning of floors and other surfaces (e.g. cabinets, conference tables, etc.)

**Events:**

- Cleaning staff will be required to set up basic catering arrangements for daily meetings e.g. tea, coffee, etc. to contribute to the overall objectives of the Cathedral Centre.

**Administration:**

- Keep a check on cleaning stock levels and inform the Head of Projects & Operations of low stock levels (e.g. cleaning products)
- Carry out routine administrative tasks required from time to time e.g. checking off cleaning tasks on daily cleaning specification sheets
- Maintain tidy and organised workspaces and storage areas.
- Check equipment / machinery used and ensure health and safety guidelines are adhered to.

**General:**

- It is expected that, with appropriate training, the post-holder will cover some tasks and duties of other team members in events of absence as discussed with their line manager.
- All staff are expected to greet visitors, residents and other staff to the Cathedral Centre to ensure a warm and hospitable welcome.
- To comply with all relevant statutory Health and Safety Policies and Procedures, including COSHH and act as a Fire Warden or First Aid Appointed Person in the event of an emergency.
- Ensure appropriate attire is always worn when undertaking duties, particularly Personal Protective Equipment (PPE).
- Operate relevant equipment safely.
- Provide support to staff as requested and in accordance with own training / skill parameters.
- To provide access/accompany maintenance contractors around the campus.
- To report any defects or faults in line with internal reporting procedures.
- To regularly open and/or close the Cathedral Centre at the beginning and/or end of the working day.
- The post-holder will work flexibly and undertake other appropriate duties commensurate with the role which may be reasonably determined by their manager.

**PERSON SPECIFICATION**

	<i>Essential</i>	<i>Desirable</i>
<b>Qualifications and training:</b>		<ul style="list-style-type: none"> <li>• City and Guilds qualification in Cleaning and Support Services Skills Services.</li> </ul>

		<ul style="list-style-type: none"> <li>• Certified training in Cleaning Operations, Basic Food Hygiene and/or First Aid</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of cleaning services.</li> <li>• Experience of undertaking a variety of cleaning duties.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a religious or charitable organisation</li> </ul>
<b>Knowledge, skills, and abilities:</b>	<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety within cleaning and support services.</li> <li>• Ability to maintain high standards of cleanliness.</li> <li>• Ability to work effectively and supportively as a member of a team.</li> <li>• Ability to work in an organised and systematic manner according to set procedures.</li> <li>• Good level of interpersonal skills and be prepared to deal with a wide range of visitors to the centre.</li> <li>• Good verbal communication skills in English.</li> </ul>	
<b>Personal qualities:</b>	<ul style="list-style-type: none"> <li>• Self-motivated, enthusiastic and able to use own initiative.</li> <li>• Professional and courteous at all times.</li> <li>• Well-organised</li> <li>• Well-presented for work</li> <li>• Able to work flexibly on occasion.</li> <li>• Able to work discreetly and maintain confidentiality as appropriate.</li> </ul>	
<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>• This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service.</li> <li>• All employees of the Diocese are expected to work to</li> </ul>	

	<p>promote the safeguarding of vulnerable groups.</p> <ul style="list-style-type: none"> <li>• Respectful of the Catholic ethos, worship and ministry of the Cathedral and organisation of the Cathedral Centre.</li> <li>• Willing to undergo further training and development as required.</li> <li>• Able to represent the high standards expected of all staff with a clean and smart appearance.</li> <li>• Must be physically able to perform the duties required.</li> </ul>	
--	---	--

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 Head of Department.

**Other Information:**

**References and Reports**

- Two professional references will be required.
- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service.
- All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

**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.

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

**Environment:** The Diocese of Salford is committed to creating an environmentally sustainable diocese and encourages employees to grow their knowledge and understanding of what it means to be responsible guardians and exercise good stewardship of resources.

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:	Head of Projects & Operations / HR	Date:	October 2023
Reviewed By:	COO	Date:	October 2023

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: <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

I commit to completing the mandatory Educare E-Learning modules in relation to safeguarding within my first month of employment.

Print Name:		Date:	
Signature:		Department/ Parish:	

Salford Roman Catholic Diocesan Trustees Registered Charity  
Registered Charity No. 250037