

# DIOCESE OF SALFORD

<b>Job Title:</b>	<b>Cleaner</b>		
<b>Department:</b>	Corpus Christi, Parish, Bolton		
<b>Responsible to:</b>	Parish Priest		
<b>Location:</b>	St John's Presbytery, The Crescent, Bromley Cross, Bolton, BL7 9JP and St Brendan, 171 Longsight, Harwood, Bolton BL2 3JF	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	£12 per hour	<b>Position Type:</b>	Part-time, permanent
<b>Hours of Work:</b>	4 hours per week - Work pattern to be agreed with Parish Priest  Post holder will work at one location in a week and another the next week.	<b>Holidays</b>	25 days per annum including bank holidays plus 5 Diocesan closure days (Maundy Thursday and 4 over the Christmas/New Year period). All subject to pro-rata.
<b>Job Purpose:</b>			
To maintain a clean, tidy, hygienic, and efficiently run the Parish House and Church with responsibility for achieving and maintain the highest standards of cleanliness in those areas reasonably designated by the Parish Priest and defined in this job description.			
<b>Job Description:</b>			
Working under the direction of the Parish Priest:			
<b><i>Week by week – Parish House</i></b>			
<ul style="list-style-type: none"> <li>• To plan and implement a routine for cleaning the parish house.</li> <li>• To maintain in a state of readiness unused rooms.</li> <li>• In living and dining rooms to dust surfaces, fixtures and fittings and ornaments regularly.</li> <li>• To sweep/ mop/ vacuum as required (depending on flooring).</li> <li>• In hall, stairs and landing to dust surfaces and banisters and vacuum carpets / clean floors.</li> <li>• To clean all kitchen surfaces and appliances and mop the floor.</li> <li>• To load the dishwasher/wash dishes, as necessary.</li> <li>• To clean bathroom surfaces, baths, shower cubicles and disinfect toilets.</li> <li>• In the bedrooms to dust surfaces and vacuum carpets. To change bed linen as required.</li> <li>• To maintain adequate supplies of appropriate cleaning materials.</li> <li>• To carry out laundry duties including washing and ironing of clothes, as designated.</li> </ul>			
<b><i>As necessary</i></b>			

- 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 Parish Priest.

***Week by Week – Parish Hall***

Working under the direction of the Parish Priest, the Cleaner will prepare the parish hall for regular and occasional users, as required.

Responsible for performing general cleaning duties including but not limited to:

- Ensuring that the centre is clean and safe for staff, volunteers and users.
- Sweeping, mopping and polishing floor surfaces.
- Conduct general cleaning of the hall on a regular basis including toilet and washroom facilities, kitchen or bar areas, tables and chairs, window ledges, lobby/foyer/reception area.
- Removing waste and placing it in proper containers for collection.
- Replenishing consumables and washroom supplies.
- Move equipment, furniture and other items as required.
- If required carry out period deep cleaning tasks.
- Spot any maintenance repairs that are required and highlight these to the Parish Priest.

**Knowledge, skills and abilities:**

- Experience of cleaning and housekeeping duties.
- Ability to work on own initiative.
- An awareness of health and safety requirements and an aptitude to apply these to their everyday work.

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.

**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 promoting a culture of safeguarding and all employees are expected to work to promote the safeguarding of vulnerable groups.

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

*All Diocesan employees are expected to work with the highest standards of conduct at all times. 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:	HR	Date:	Oct 2024
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: <a href="http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy">http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy</a>			
I commit to completing the mandatory Educare E-Learning modules in relation to safeguarding within my first month of employment.			
Print Name:		Date:	
Signature:		Parish:	