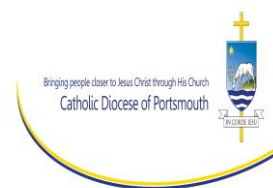


ROMAN CATHOLIC DIOCESE OF PORTSMOUTH - JOB DESCRIPTION FORM

Department/Parish: English Martyrs Parish, Reading

Job Title: General Part-time Cleaner

Salary – £12.21 per hour



PURPOSE OF ROLE: responsible for cleaning all areas of the parish buildings plus occasional support for Presbytery cleaning

Based at: English Martyrs Parish, Reading, RG30 2EB

Hours of work: part time 10 hours per week, to be worked: 5 hours per day ideally on Monday & Friday (9.30am to 2.30pm negotiable).

Line Manager: Parish Priest

Main Responsibilities	Standards expected/ How achievement will be measured
Ensuring that all Parish Buildings are kept in an acceptable, clean condition	High standard of cleanliness expected
This includes: the Hall, Meeting rooms, all storage rooms, bookstall, parish office, flat (occasional), Presbytery (occasional), kitchen, colonnade and hallways, some external areas and church (occasional)	Active members of the parish and ordinary parishioners on a day-to-day basis will always observe the cleanliness of the premises and any complaints referred to the Parish Office.
This includes the cleaning of associated toilets (twice weekly)	
Cleaning of inside windows (where reachable)	
Responsible for the reporting of any defects in the building or cleaning equipment, to the Parish Office	Direct relationship with Parish Office

Regular Contact /liaison with: Parish Office/Resident Priest

Experience and qualifications required for role: Relevant experience in the field of domestic services.

Personal attributes: The postholder is expected to be reliable; flexible; motivated and able to work to a high standard; high integrity with good communication skills; sympathetic to the ministry and mission of the Catholic Church

Closing date for applications: 5pm on Wednesday 11th June.