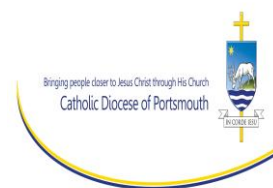


ROMAN CATHOLIC DIOCESE OF PORTSMOUTH - JOB DESCRIPTION FORM

Department/Parish: St Swithun Wells Parish, Eastleigh

Job Title: Housekeeper

Salary – £3,333.33 per annum (£12.21 per hour)



PURPOSE OF ROLE: To provide domestic and catering services to the priests

Based at: Parish House, 53 Leigh Road, Eastleigh, Hants SO50 9DF

Hours of work: Hours of work: part time 5.25 hours per week, ideally Tuesday & Friday mornings with flexibility to suit, which can be negotiated at interview.

Line Manager: Parish Priest

Main responsibilities	Standards expected/ How achievement will be measured
Shopping for household items including food	To satisfaction of parish priest
Preparing and cooking meals for priests	As above
Clearing and tidying up after preparation of meals	As above
Cleaning the house	Using the equipment provided
Laundry and ironing for clergy and house	Using the washing machine and dryer provided along with any ironing

Regular Contact /liaison with: Priests/Parish Office Staff

Experience and qualifications required for role: No formal qualifications are required but general housekeeping experience and ability to prepare and cook food hygienically.

Personal attributes: The postholder is expected to be reliable, flexible and have a professional approach. Tact and discretion, respect confidentiality in the Presbytery. Motivated, able to work on own initiative, high integrity with good communication skills. Sympathetic to the ministry and mission of the Catholic Church.

Closing date for applications: **Wednesday 25th June 2025 at 5pm.** Early applications are advised, as we may close this advertisement before the closing date stated.