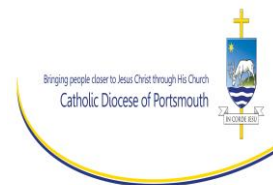


CATHOLIC DIOCESE OF PORTSMOUTH - JOB DESCRIPTION FORM

Department/Parish: St Joseph's, Tilehurst, Reading, RG31 5JJ

Job Title: Hall Cleaner

Salary – £12.21 per hour



PURPOSE OF ROLE: Responsible for ensuring that the Church halls (two) are kept in an acceptable, clean condition.

Based at: St Joseph's, Tilehurst, Reading, RG31 5JJ

Hours of work: 5 hours (Monday - Friday) Per day from 8 am To 9 am.

Line Manager: Parish Priest

Main Responsibilities	Standards expected/ How achievement will be measured
Ensuring that the two Church halls are kept in an acceptable, clean condition.	High standard of cleanliness expected
This includes cleaning associated with toilets, kitchens, domestic appliances.	Active members of the parish and ordinary parishioners on a day-to-day basis will always observe the cleanliness of the halls and any complaints referred to the Hall Manager (volunteer).
Cleaning of inside windows (where reachable)	
Responsible for the reporting of any defects in the buildings.	

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, a person of high integrity with good communication skills within the parish community, sympathetic to the ministry and mission of the Catholic Church.

Way of working: To be in accordance with recognised practices and standards.