

Job Title:	Parish Housekeeper
Reporting to:	Parish Priest
Location	St Clare's, Liverpool, L17 2AU

Mission Statement

"Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation."

Job Summary

To provide an efficient and comprehensive cleaning service to the Parish Priest whilst ensuring a pleasant, safe, confidential and welcoming environment to all those who visit.

Main Duties and Responsibilities

1. Cleaning of all the rooms in The Presbytery, The Sanctuary area of the Church and the Sacristy Area, including but not exclusive to living rooms, dining room, kitchen, bedroom, bathroom, utility room and offices. Ensuring the following are cleaned: windows, fixtures and fittings plus other domestic duties including washing dishes, laundry, ironing, vacuuming and dusting and polishing furniture
2. To ensure clean linen and towels are always available for the Parish priest and visitors.
3. Ensure the alter linen is cleaned on a cyclical basis as instructed.
4. To ensure all household cleaning products and equipment are stored away safely in the Presbytery when not in use.

General

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
3. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

Confidentiality

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed not to require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does not require the job holder to habitually use DSE as part of their normal work and therefore is not classed as a Display Screen Equipment User.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

Signed by Employee: **Date:**

Print Name:

Signed by Line Manager: **Date:**

Print Name:

Qualifications	Essential	Assessment Method
	n/a	n/a
	Desirable	
	COSHH certificate. Manual handling certificate.	Application Application
Experience	Essential	
	Previous cleaning experience in a domestic, voluntary or paid role.	Application
	Desirable	
	Laundering large items.	Application
Skills and Knowledge	Essential	
	Ability to work with other people in the building. Appropriate use of cleaning materials for different materials.	Interview Interview
	Desirable	
	n/a	n/a
Personal Attributes	Essential	
	Appreciation of the need for sensitivity and confidentiality. Willingness to be flexible to complete other tasks if required. Commitment to the mission of the Parish.	Interview Interview Interview
	Desirable	
	Flexible approach to working hours.	Interview