

Down and Connor Diocesan Trust



Ethos and Values required of all Employees

The main objects of the Diocese of Down and Connor ("the Diocese") are the advancement of the Roman Catholic religion in the Roman Catholic Diocese of Down and Connor and the advancement of any charitable purpose supported by the Roman Catholic Church in any part of the world. While remaining true to its own distinctive ethos, the Diocese places great value on inclusiveness with Christians of other traditions and those of other faiths and none. The Diocese is committed to the promotion of equality of opportunity. However, bearing in mind its main objects there may be some circumstances in which the Diocese may rely on lawful exceptions to general principles.

The Diocese requires that all people working within its institutions and agencies, regardless of their faith tradition or perspective, demonstrate the highest standards of respect for the values, teaching and mission of the Church.

This includes:

Respect for the Inherent Dignity of every person:

In all activities relating to your work, you will be required to demonstrate high standards of respect and courtesy towards every person with whom you have contact and to contribute to a collaborative and supportive atmosphere among those with whom you work.

Respect for Teaching and Practice:

Our expectation is that everyone who works for the Diocese

- will demonstrate high respect for the teaching, practice and religious symbols of the Catholic Church and act in a manner that is consistent with the values and ethos of the Diocese.
- will adhere to high standards of ethics at all times and to be personally active in supporting an ethical and courteous culture among all Diocesan staff.



**PARISH of ST. COLMCILLE'S, ST. COLMCILLE'S PRESBYTERY
191 UPPER NEWTOWNARDS ROAD, BELFAST, BT4 3JB**

ROLE PROFILE:	HOUSE-KEEPER/CLEANER
Reporting to:	❖ The PRIESTS in residence
Responsible for:	❖ To provide a range of housekeeping and cleaning duties within the Presbytery.
Detailed Responsibilities of this Role:	
<ul style="list-style-type: none">- <u>Housekeeping and cleaning duties will involve the following:</u>- Working to a regular cleaning schedule to ensure a high standard of cleanliness and hygiene in the parish presbytery, at all times;- To use a range of equipment/materials with efficiency and due regard to Health & Safety;- To undertake laundry and/or ironing duties as required;- To report any faulty equipment and maintenance concerns to the Priests in residence;- Regular checks and replenishment of all hygiene essentials;- Regular check and cleaning of all windows;- Regular, and at least weekly, check of the external entrance areas;- Remove all rubbish and recycling as necessary, but at least once each week;- Wash and refresh tea towels and cleaning cloths as necessary, but at least once each week;- Weekly maintenance and cleaning of the dishwasher;- Stock Control of all cleaning supplies and replenishment as necessary;- Reporting any necessary repairs or replacements to the Priests in Residence;- Report any accidents or incidents to the Priests in Residence, in a timely manner;- Adhere to Health & Safety Policy when undertaking tasks and whilst on the premises;	

- Ensure that appropriate and respectful attire is worn at all times when undertaking the required duties, in particular protective gloves when necessary;
- Ensure that all users and visitors to the Presbytery are treated with due respect, care and consideration;
- Take every opportunity to promote a favourable image of the Parish to all users of the Presbytery.

GENERAL:

- Adhere to the policies and procedures of the Parish of St Colmcille's and the Diocese of Down and Connor, together with all relevant statutory bodies, regulations and requirements;
- Compliance with and adherence to Diocesan policies and procedures at all times;
- Maintaining confidentiality on matters relating to the Diocese of Down & Connor at all times.

JOB DESCRIPTION REVISION:

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the post holder, to take into account the development of the post.

All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective operation of the role within the Parish.

HOUSEKEEPER/CLEANER

PERSON SPECIFICATION

LOCATION/BASE:	ST. COLMCILLE'S, 191 UPPER NEWTOWNARDS ROAD, BELFAST, BT4 3JB	
CONTRACT TYPE:	FIXED TERM CONTRACT FOR 2 YEARS	
HOURS of WORK:	9 HOURS PER WEEK – [work pattern to be agreed with successful candidate]	
RATE of PAY:	£8.00 gross per hour	
ANNUAL LEAVE:	32 days per annum which is inclusive of 12 customary holidays - This entitlement is <u>Pro-rata for part time employees.</u>	
	ESSENTIAL	DESIRABLE
TO APPLY FOR THIS ROLE:	<ol style="list-style-type: none"> 1. Ability to undertake a range of general cleaning duties requiring relevant skills; 2. Good communication skills; 3. An understanding of Health and Safety issues; 4. Physical ability to lift and stretch as required from time to time within the role; 5. An interest in working as part of a parish within the Catholic Church; 6. Respect for the values, teaching and mission of the Catholic Church; 7. Ability to work alone, using initiative whilst maintaining discretion and confidentiality at all times. 	<ul style="list-style-type: none"> - Previous experience in similar role.

ABILITIES & SKILLS:	<ul style="list-style-type: none">- Ability to work with complete discretion and confidentiality;- Good organisational skills, with an ability to prioritise;- Ability to project a friendly, welcoming manner;- Good inter-personal skills;- Good time management;- Demonstrate initiative;- Trustworthy, reliable and resourceful.	
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