

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 togetherness with Christians of other traditions and those of other faiths and none. The Diocese is committed to the promotion of equality of opportunity. Likewise, 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 Catholic 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 be personally active in supporting an ethical and courteous culture among all Diocesan staff.



**ST COMGALL'S PARISH
ANTRIM**

ROLE PROFILE:	HOUSEKEEPER
Reporting and Accountable to:	THE PARISH PRIEST
Responsible for:	❖ Providing an efficient and comprehensive cleaning service to the Priests in residence whilst ensuring a pleasant, safe, welcoming, and clean Presbytery is provided to other presbytery workers, volunteers, and parish visitors.
Key Performance Measures:	
<ul style="list-style-type: none">- Feedback from the Parish Priest, the Parish Team and 3rd Party Providers;- Professionalism and helpfulness in dealing with others, both internally and externally;- Compliance with and adherence to relevant legislation and regulatory requirements as issued by Down and Connor Diocesan Trust;- Maintaining a professional approach to work at all times;- Projecting a professional and reputable image for the Parish at all times.	
Detailed Responsibilities of this Role:	
<p>In fulfilling this role, the job holder undertakes the following activities:</p> <ul style="list-style-type: none">- Working to a regular cleaning schedule to ensure a high standard of cleanliness and hygiene in the Parish Presbytery, at all times;- Undertake the cleaning of Presbytery areas, including Priests living quarters/living area, and all facilities to include cleaning fixtures and fittings, plus other domestic duties including washing dishes, hoovering, dusting and polishing furniture etc.;- Ensure clean linen and towels are available for the Priests in Residence at all times;- Undertake laundry and ironing duties for the Parish Priest and Priests in Residence;- Use a range of equipment/materials with efficiency and due regard to Health & Safety;- Report any accidents, faulty equipment and maintenance concerns to the Priests in residence;- Carry out regular checks and replenish all hygiene and cleaning essentials;- Regular, and at least weekly, check and cleaning 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 dishwasher;
- Ensure cleaning products and equipment are stored away safely and securely when not in use;
- Adhere to Health & Safety Policies and procedures/regulations when undertaking cleaning tasks related to the role.

General:

- Ensure 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;
- Be aware of, and have respect for the Priests of the Parish and the surroundings in which you are employed, and take every opportunity to promote a favorable image of the Parish to all users of the Parochial House;
- Adhere to the policies and procedures of the Diocese of Down and Connor and all relevant statutory bodies, regulations, and requirements, paying particular attention to guidelines in relation to managing the risk of Covid -19;
- Compliance with and adhering to Diocesan policies and procedures, and Health & Safety legislation at all times;
- Maintaining confidentiality on matters relating to the Parish and the Down and Connor Diocesan Trust, 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 both the post and the office. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective running of the Presbytery.

**HOUSEKEEPER
ST COMGALL'S PARISH
ANTRIM**

PERSON SPECIFICATION

	ESSENTIAL CRITERIA:
EXPERIENCE/ PERSONAL ATTRIBUTES AND SKILLS:	<ol style="list-style-type: none"> 1. Previous cleaning and or housekeeping experience; 2. Flexible in approach to working hours and duties undertaken; 3. The ability to work alongside other presbytery staff and volunteers; 4. Ability to work alone, using initiative whilst maintaining discretion and confidentiality at all times 5. An appreciation of the need for sensitivity and confidentiality. 6. A general understanding of the social and moral teachings of the Catholic Church;
LOCATION:	Antrim Parish, 5 Oriel Road, Antrim, BT41 4HP
HOURS of WORK:	6 hours per week, work pattern to be agreed with parish priest
REMUNERATION:	£8.91 gross per hour
ANNUAL LEAVE:	32 days per annum which is inclusive of 12 customary holidays <u>[Pro-rata for part-time employees]</u>