

# 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 Catholic religion in the Catholic Diocese of Down and Connor and the advancement of any charitable purpose supported by the 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.



<b>ROLE PROFILE: PARISH CENTRE CLEANER</b>	
<b>Reporting and Accountable to:</b>	<b>The Parish Priest through the Parish Centre Committee</b>
<b>Responsible for:</b>	<b>Providing an efficient and comprehensive cleaning service to the Parish ensure the Parish Centre is clean, tidy and in an orderly condition at all times.</b>
<b>Key Performance Measures:</b>	
<ul style="list-style-type: none"><li>• Feedback from the Parish Priest, the Parish Team and 3<sup>rd</sup> Party Providers;</li><li>• Professionalism and helpfulness in dealing with others, both internally and externally;</li><li>• Compliance with and adherence to relevant legislation and regulatory requirements as issued by the Diocese of Down and Connor;</li><li>• Maintaining a professional approach to work at all times;</li><li>• Projecting a professional and reputable image for the Parish at all times.</li></ul>	
<b>Detailed Responsibilities of this Role:</b>	
<p>In fulfilling this role, the job holder undertakes the following activities:</p> <ul style="list-style-type: none"><li>- General cleaning duties to include dusting, sweeping, vacuuming, mopping and cleaning all areas including entrance area to Centre;</li><li>- Ensure toilets are clean with an adequate supply of soap, towels and toilet rolls at all times;</li><li>- Carry out heavy cleansing tasks and special projects as required;</li><li>- Mix and dispose of all cleaning solutions appropriately;</li><li>- Stock control of all cleaning materials and replace as necessary;</li><li>- Ensure cleaning products and equipment are stored away safely and securely when not in use;</li><li>- Carry out and document routine inspections as required;</li><li>- Report any accidents, incidents or repairs to the Parish Priest in a timely manner;</li><li>- Adhere to Health &amp; Safety Policy when undertaking tasks and whilst on the premises;</li><li>- Co-operate with other staff and visitors to the parish Centre.</li></ul>	
<b>JOB DESCRIPTION REVISION:</b>	
<p>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 Parish.</p>	

## PARISH CENTRE CLEANER

### PERSON SPECIFICATION

	<b>ESSENTIAL CRITERIA:</b>
<b>EXPERIENCE/ PERSONAL ATTRIBUTES AND SKILLS:</b>	<ul style="list-style-type: none"> <li>- Ability to handle heavy equipment and machinery required in cleaning;</li> <li>- Ability to walk, bend, push, pull and lift repetitively during working hours to facilitate the carrying out of the responsibilities within the role;</li> <li>- Knowledge of cleaning chemicals, proper storage and disposal methods;</li> <li>- Excellent communication skills and the ability to work as part of a team;</li> <li>- Excellent organisational and time management skills;</li> <li>- Self-motivated and possess the ability to identify and complete necessary tasks without direct supervision;</li> <li>- A clear commitment to the work and mission of the Diocese of Down and Connor and the Parish.</li> </ul>
<b>LOCATION:</b>	<b>ST COMGALL'S PARISH CENTRE, BANGOR</b>
<b>HOURS of WORK:</b>	<b>8 hours per week - work pattern to be agreed.</b>
<b>REMUNERATION:</b>	<b>£9.50 gross per hour</b>
<b>ANNUAL LEAVE:</b>	<b>32 days per annum which is inclusive of 12 customary holidays. <u>[Pro-rata for part-time employees]</u></b>