

# 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.



**ALL SAINTS' PARISH CENTRE,  
9 CUSHENDALL ROAD, BALLYMENA, CO ANTRIM, BT43 6HA**

<b>ROLE PROFILE: PARISH CENTRE CLEANER</b>	
<b>Reporting and Accountable to:</b>	<b>THE PARISH CENTRE COORDINATOR</b>
<b>Responsible for:</b>	<ul style="list-style-type: none"><li>❖ Providing a reliable and efficient cleaning service to ensure the public areas of the Parish Centre are maintained to a high standard of cleanliness and are welcoming to users and visitors at all times.</li></ul>
<b>Key Performance Measures:</b>	
<ul style="list-style-type: none"><li>- Feedback from the Parish Priest, the Parish Centre Coordinator and Parish Centre Users;</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>▪ Regularly carry out basic cleaning duties to include vacuum cleaning, mopping and dust removal as requested;</li><li>▪ Regularly use of floor cleaning machine and maintaining equipment as instructed after each use.</li></ul> <p>Specific duties will be detailed in the Parish Centre Cleaner Daily/ Weekly Duty Schedule and by way of example will include:</p> <ul style="list-style-type: none"><li>▪ Cleaning the Parish Centre entrance foyer and corridors;</li><li>▪ Cleaning the Parish Centre stairway and mezzanine floor;</li><li>▪ Cleaning the Parish Centre lift;</li><li>▪ Cleaning all Parish Centre meeting rooms, ensuring rooms are clean and presentable for all users;</li><li>▪ Cleaning all Parish Centre toilet facilities ensuring an adequate supply of soap, towels and toilet rolls at all times.</li></ul>	

**General:**

- Report any faulty equipment and maintenance concerns to the Parish Centre Co-Ordinator;
- Ensure appropriate and respectful attire is worn at all times when undertaking the required duties, in particular protective gloves when necessary;
- Present a professional approach to work at all times;
- Adhere to the policies and procedures of the Diocese of Down and Connor and all relevant statutory bodies, regulations, and requirements;
- Compliance with and adhering to Diocesan policies and procedures, and Health & Safety legislation at all times;
- Adhere to Safe Work practices when undertaking any tasks related to the role.
- Essential that the role holder maintains confidentiality on matters relating to the Parish Centre 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 Centre. 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 Centre.

**PARISH CENTRE CLEANER (PART-TIME)  
ALL SAINTS' PARISH CENTRE**

**PERSON SPECIFICATION**

	<b>ESSENTIAL CRITERIA:</b>
<b>EXPERIENCE/ PERSONAL ATTRIBUTES AND SKILLS:</b>	<ol style="list-style-type: none"> <li>1. Previous cleaning experience;</li> <li>2. Ability to handle heavy equipment and machinery required in cleaning;</li> <li>3. 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>4. Knowledge of cleaning chemicals, proper storage and disposal methods;</li> <li>5. Excellent communication skills and the ability to work as part of a team;</li> <li>6. Excellent organisational and time management skills;</li> <li>7. Self-motivated and possess the ability to identify and complete necessary tasks without direct supervision;</li> <li>8. A clear commitment to the work and mission of the Diocese of Down and Connor and the Parish.</li> </ol>
<b>LOCATION:</b>	<b>ALL SAINT'S PARISH CENTRE, 9 Cushendall Road, Ballymena, BT43 6HA</b>
<b>HOURS of WORK:</b>	<p><b>12.5 Hours per week: Monday to Friday from 8.00am to 10.30am daily. (Open to discussion to agree a suitable alternative work pattern, if necessary)</b></p> <p><b>Ability to work flexible hours is required from the post holder from time to time.</b></p>
<b>REMUNERATION:</b>	<b>£11.44 gross per hour</b>
<b>ANNUAL LEAVE:</b>	<b>32 days per annum which is inclusive of 12 customary holidays. [Pro-rata for part-time employees]</b>