

DIOCESE OF Hexham & Newcastle

Job title:	Cleaner (ref 08/2019)
Employer:	Diocese of Hexham and Newcastle Company registered in England 7732977 Registered Charity No. 1143450
Location:	St Mary's, Derwent Street, Blackhill, Consett, Co. Durham, DH8 8PQ
Hours of work:	3 hours per week
Working Pattern:	By negotiation
Pay:	£8.75 per hour
Contract:	Fixed term contract – 12 months
Grade:	1
Reporting to:	Parish Priest
Start Date:	As soon as possible

Job Description

To provide cleaning services throughout the presbytery.

Main Duties

- Clean parish house to a high standard;
- General cleaning including bathrooms, corridors, kitchen and bedrooms ;
- Supply bathrooms and toilets with toilet rolls and clean towels;
- Ensure that security is maintained;
- Adhere to COSHH and Health and Safety regulations;
- Maintain stocks of cleaning products;
- Undertake other reasonable duties by request of the Parish Priest.

Personal specification

Essential Criteria

- Conscientious and loyal to the aims and objectives of the Diocese, having regard at all times to its Catholic character;
- Experience of general cleaning;
- Committed to achieving a high standard of cleanliness;
- Able to work as part of a team as well as on own initiative;
- High level of confidentiality and integrity;
- Good inter-personal skills to communicate with a range of people;
- Good understanding of basic Health and Safety Regulations, including COSHH.