

DIOCESE OF Hexham & Newcastle

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| Job title: | Cleaner (ref 21/2017) |
| Employer: | Diocese of Hexham and Newcastle Company registered in England 7732977 Registered Charity No. 1143450 |
| Location: | St. Anne, Hylton Road, Pennywell, Sunderland SR4 9AA |
| Hours of work: | 3 hours per week |
| Working Pattern: | By agreement |
| Pay: | £8.45 per hour |
| Contract: | Fixed term contract – 12 months |
| Grade: | 1 |
| Reporting to: | Parish Priest |
| Start Date: | As soon as possible |

Job Description

To provide general cleaning services as required in the church, presbytery and hall at St Anne's, Sunderland.

Main duties

- Cleaning including mopping, vacuum cleaning and dusting
- Ensure kitchen areas are kept clean and tidy at all times
- Ensure the toilets are kept clean and tidy
- Maintain a list of cleaning materials as necessary
- Adhere to COSHH regulations
- Undertake other reasonable duties by request of the line manager

This role is subject to an Enhanced DBS check due to contact with vulnerable groups.

Personal specification

Essential Criteria

- Experience of general cleaning in a commercial environment;
- Committed to achieving a high standard of cleanliness;
- Able to work 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;
- Conscientious and loyal to the aims and objectives of the Diocese, having regard at all times to its Catholic character.

Desirable Criteria

- Willingness to work flexible hours.