

DIOCESE OF Hexham & Newcastle

Job title:	Cleaner (ref 22/2017)
Employer:	Diocese of Hexham and Newcastle Company registered in England 7732977 Registered Charity No. 1143450
Location:	St. Augustine's, 30 Coniscliffe Road, Darlington, DL3 7RG St Augustine's Parish Centre, Larchfield Street, Darlington, DL3 7TG
Hours of work:	14 hours per week - 3 hours twice weekly for Parish House and - 5 hours Monday, 3 hours Friday for Parish Centre
Pay:	£8.45 per hour
Contract:	Fixed term contract – 12 months
Grade:	1
Reporting to:	Parish Priest
Start Date:	1 October 2017 or as soon as possible thereafter

Job Description

To provide general cleaning services in the Parish House, No 10 and Parish Centre.

Main duties

- Cleaning including mopping, vacuum cleaning and dusting;
- Keep kitchen, bathroom and toilets clean and tidy at all times;
- Laundry as required;
- Washing and ironing tablecloths for Parish Centre;
- Maintain a list of cleaning materials as necessary;
- Adhere to COSHH regulations;
- Undertake other reasonable duties by request of the Parish Priest or the Administrator

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;
- Excellent ironing skills;
- 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.