

The Cathedral of St John the Baptist

JOB DESCRIPTION

CATHEDRAL NARTHEX CLEANER

Main purpose:	To ensure that the Narthex is kept to high, consistent standards, ensuring it is presentable, clean and tidy, for all visitors and guests of the Cathedral. To work with the wider team to support the upkeep of the facilities.
Reports to:	Cathedral Manager
Key relationships:	Cathedral Manager, catering team, maintenance team, volunteers
Location:	Norwich, Norfolk
Salary:	£12.60 per hour
Hours:	7.5 hours per week (0.1875 FTE)
Term:	Permanent

Key responsibilities:

- Sweep and vacuum all floors throughout the Narthex.
- Mop the hall, corridors, toilets, café, and shop areas.
- Dust high level areas, including ceilings, windowsills, and light fittings.
- Dust low level areas, including skirting boards and loose furniture.
- Empty waste and recycling bins.
- Clean and sanitize restrooms, restocking as necessary.
- Wash and dry windows and glass doors.
- Undertake deep cleaning as necessary, including buffing the floors.
- Notify the Cathedral Manager of any deficiencies or repairs required.
- Maintain cleaning supplies and order as necessary.
- Liaise with catering, shop and maintenance team as required.
- Adhere to all health and safety requirements, including proper handling and storage of COSHH items.
- Any other reasonable duties required to help support the successful operation of the Narthex.

Person Specification:

Essential

- Good level of education, at least up to GCSE level standard (or equivalent).
- A good understanding of health and safety requirements.
- Physically fit and able to stand for long periods of time.
- Able to act on own initiative, dealing with unexpected problems that arise.
- Excellent attention to detail.
- Excellent organisational skills.
- Hard-working, motivated, and proactive.
- Enthusiasm, warmth, and sensitivity.
- Experience in a similar role.
- Positive and professional approach towards people of all ages.
- An understanding or willingness to understand the practices of the Catholic Church.

Desirable

- Eagerness to learn and improve.
- Knowledge of COSHH.