1. **POSITION DESCRIPTION**

Position Title: Cleaner and Housekeeper

Department: Clergy Life and Ministry

Location: Moonee Ponds Area

Employment Status: Permanent Part Time (15 hours / week)

Reports to: Bishop Terry

1. **POSITION PURPOSE**

The role of housekeeper / Cleaner is to support Bishop Terry with various housekeeping and cleaning duties to ensure that the home is clean, maintained, and organised to an acceptable standard of cleanliness, safety and efficiency.

Specifically, this may include:

* Maintaining a comfortable and hygienic living space.
* Protecting health and safety by reducing the spread of germs and allergens.
* Enhancing the appearance and functionality of spaces within the home.
* Supporting the daily operations of the home.
1. **DEPARTMENT OVERVIEW**

The Clergy Life and Ministry Office provides personal support to active and retired clergy and promotes a culture of health and wellbeing and ongoing formation for all clergy within the Archdiocese of Melbourne: the focus being on spiritual, emotional, physical, and mental health, ongoing education and skilled ministerial leadership.

1. **ORGANISATIONAL DESCRIPTION**

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

1. **KEY ACCOUNTABILITIES**

General housekeeping tasks including cleaning of bathrooms, kitchen, floors and dusting.

* Remove fingerprints and other marks from external and internal glass windows and doors
* Spot clean soiled areas (e.g. carpet, walls, doors)
* Empty all rubbish from house, office and laundry bins
* Dust and tidy rooms
* Wipe Skirting boards and dust blinds
* Maintaining and ordering cleaning supplies.
* Wipe outdoor table and chairs
* Keep outdoor porch area clean and tidy

Rooms – main bedroom, guest bedroom, study, lounge, dining room, living room, chapel

* Laundry: washing & ironing - bed linen, towels, and some general clothing.
* Changing bed linen and bath towels on a weekly basis, (or as required by Bishop).

Bathrooms/Toilets/Showers

* Clean all bench tops, wipe all mirrors, wash and disinfect all hand basins
* Replenish paper rolls and paper towels as required
* Wipe down all floors with wet mop and bucket
* Clean toilet(s), wipe and disinfect all toilet seats
* Clean shower screen/floor
* Check hand wash detergent dispenser levels and refill if necessary

Kitchen

* Wipe kitchen bench tops, clean kitchen sinks and splash back areas
* Wipe kitchen appliances such as oven/stove, microwave ovens, dishwasher.

Floors

* Vacuum all carpeted areas and mop all surface floors

Meal Preparation

* Plan, purchase grocery and prepare meals (light lunch and dinner) for 6 days/week
1. The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
2. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.
3. **JOB COMPETENCIES – (SKILLS)**
* A good communicator, understanding the retired Bishop’s likes and dislikes.
* Attention to Detail: Ability to notice small areas that need cleaning or organizing.
* Time Management: Efficiently completing tasks within set timeframes.
* Consistency and Reliability: Performing duties to a high standard every day.
* Adaptability: Adjusting to new cleaning techniques, schedules, and work environments.
* Independence: Ability to work with minimal supervision.
* Being polite, respectful, and attentive to the needs of residents and guests.
* Health and Safety Awareness: Understanding and applying proper cleaning procedures, especially for chemical handling and infection control.
* Problem-Solving Skills: Managing unexpected situations (e.g., stubborn stains, special cleaning needs).
* National Police record check (essential).
* Working with Children Check (essential).
* First Aid Certificate, or willingness to obtain (highly regarded).
* **KEY SELECTION CRITERIA**
* Demonstrated experience in a similar role.
* Ability to use initiative and apply attention to detail.
* Demonstrated strong interpersonal skills with the ability to effectively build effective relationships.
* Demonstrated ability to maintain high levels of confidentiality while exercising judgement, sensitivity and discretion.
* A heart to serve with a personal sense of warmth and welcoming.
* A current driver’s license and access to a vehicle.
1. **INTEGRITY IN THE SERVICE OF THE CHURCH**

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

1. **Are committed to justice and equity**
2. **Uphold the dignity of all people and their right to respect**
3. **Are committed to safe and supportive relationships**
4. **Reach out to those who are poor, alienated and marginalised**
5. **Strive for excellence in all their work**

Service, given according to these principles, is life-enriching for both providers and recipients.

1. **POSITION DESCRIPTION ACKNOWLEDGEMENT**

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for Housekeeper / Cleaner, I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

**Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**