

DIOCESE OF ARUNDEL AND BRIGHTON

The Arundel and Brighton Diocesan Trust is a Registered Charity No. 252878

JOB DESCRIPTION – PARISH SECRETARY

MAIN RESPONSIBILITY OF SECRETARY

To provide an efficient secretarial service and personal assistance to the Parish priest and parish clergy.

RESPONSIBLE TO:

The Parish priest

IMPORTANT RELATIONSHIPS

- Other Parish Clergy
- Chair of Parish Finance Committee
- Other secretarial staff
- Chair of Parish Pastoral Council

KEY ACCOUNTABILITIES

To provide secretarial service and assistance to the Parish priest.

- Co-operating with the other secretarial staff
- Word processing as required
- Dealing sympathetically with telephone enquiries
- Relaying messages
- Sorting incoming and despatching outgoing mail and email
- Photocopying and printing
- Filing and archiving
- Taking minutes of meetings
- Making payments against invoices
- Collating receipts of cheques
- Ordering and taking delivery of stationery
- Co-ordinating office machinery maintenance
- Administration of telephone system and equipment
- Greeting visitors
- Hospitality
- Other duties as may be required

OFFICE SKILLS

- Fast typing speed, good knowledge of word processing
- Methodical approach to processing information and filing
- Good telephone manner
- Knowledge of shorthand
- Experience of email and internet
- Ability to disseminate information quickly and effectively

JOB DESCRIPTION – PARISH SECRETARY - continued

PERSONAL QUALITIES

- Willingness and flexibility to learn and adopt new skills
- Friendly and relaxed manner in dealing tactfully with clergy in particular, but also with all visitors or callers
- Willingness and ability to help and work co-operatively with other staff members
- Treating all staff, visitors and callers with respect and courtesy
- Clarity of expression and good communicator
- Be willing to take on delegated responsibilities
- Honesty, integrity
- Confidentiality

DIOCESE OF ARUNDEL AND BRIGHTON

The Arundel and Brighton Diocesan Trust is a Registered Charity No. 252878

JOB DESCRIPTION – COOK TO PARISH CLERGY

MAIN RESPONSIBILITY

To be responsible for the provision of a daily lunch for the clergy and occasional guests.

RESPONSIBLE TO:

The Parish priest

KEY TASKS

1. To provide a lunch for clergy and guests comprising a two-course meal. Occasionally a more elaborate meal may be required.
2. To provide cooked and frozen meals for weekends.
3. To shop for the ingredients required to provide the lunch. In addition to shop for breakfast and evening meals.
4. To do all clearing up after lunch and breakfast.
5. To observe Health and Safety regulations in relation to the above (training to update qualifications in line with new legislation to be provided, when necessary).
6. To attend to the cleanliness and hygiene of the kitchen, equipment, dining room and furniture.
7. Such other duties as may be required.

DIOCESE OF ARUNDEL AND BRIGHTON

The Arundel and Brighton Diocesan Trust is a Registered Charity No. 252878

JOB DESCRIPTION – PRESBYTERY CLEANER MAIN RESPONSIBILITY OF THE PRESBYTERY CLEANER

Responsible for maintaining the cleanliness of the Presbytery by performing various cleaning duties.

RESPONSIBLE TO:

The Parish Priest

IMPORTANT RELATIONSHIPS

- The parish secretary
- Visiting Clergy living in the Presbytery
- Visitors to the Presbytery

KEY ACCOUNTABILITIES

To maintain the Presbytery each day in a clean, safe and tidy state:

- Sweeps, mops and vacuums floors using brooms, mops and vacuums provided
- Cleans and disinfects baths, showers, handbasins, countertops, toilets, mirrors, floors, etc
- Replenishes bathroom supplies
- Polishes sanitary metalwork, such as fixtures and fittings
- Cleans and disinfects sinks, countertops, refrigerators and other equipment as necessary in the kitchen
- Dusts furniture, equipment and window sills etc
- Empties wastebaskets and recyclables and transports to disposal area
- Purchases small consumable items as required including personal protection items i.e. domestic / household cleaning products, protective gloves, eye protection etc
- Orders bulk supplies through the parish secretary as needed
- Reports breakages, equipment failures and Health & Safety hazards to the parish secretary through the use of the 'Hazard/Defect' documentation provided
- Other duties as may be required

SKILLS

- Thorough and effective approach to cleaning
- Knowledge of the safe use of appropriate cleaning materials
- Knowledge of appropriate personal protection to be adopted when using cleaning materials

PERSONAL QUALITIES

The Presbytery is the home of the Parish Priest and the day to day administrative centre of the Parish and the personal qualities of the cleaner are therefore very important and must include:

- Willingness and flexibility to learn and adopt new skills
- Friendly and relaxed manner in dealing tactfully with callers
- Willingness and ability to help and work co-operatively with other staff members
- Clarity of expression and good communicator
- Honesty, integrity
- Confidentiality

Note : From time to time, the Parish Priest may ask for room(s) to be taken out of the cleaning schedule due to meetings or work in progress in particular locations.

DIOCESE OF ARUNDEL AND BRIGHTON

The Arundel and Brighton Diocesan Trust is a Registered Charity No. 252878

JOB DESCRIPTION – HALL CLEANER

MAIN RESPONSIBILITY OF THE HALL CLEANER

Responsible for maintaining the cleanliness of the Church Hall complex by performing various cleaning duties.

RESPONSIBLE TO:

The Parish Priest

IMPORTANT RELATIONSHIPS

- Hall hirers
- Hall manager/caretaker
- The parish secretary

KEY ACCOUNTABILITIES

To maintain the Church Hall each day in a clean, safe and tidy state by:

- Sweeps, mops and vacuums floors using brooms, mops and vacuums provided
- Cleans and disinfects handbasins, countertops, urinals, toilets, mirrors, floors, etc
- Replenishes bathroom supplies
- Polishes sanitary metalwork, such as fixtures and fittings
- Cleans and disinfects sinks, countertops, refrigerators and other equipment as necessary in the kitchen area
- Dusts furniture, equipment and window sills etc
- Empties wastebaskets and recyclables and transports to disposal area
- Purchases small consumable items as required including personal protection items i.e. domestic / household cleaning products, protective gloves, eye protection etc
- Orders bulk supplies through the parish secretary as needed
- Reports breakages, equipment failures and Health & Safety hazards to the parish through the use of the 'Hazard/Defect' documentation provided
- Ensures that the Accident Book is in place in the Hall
- Other duties as may be required

SKILLS

- Thorough and effective approach to cleaning
- Knowledge of the safe use of appropriate cleaning materials
- Knowledge of appropriate personal protection to be adopted when using cleaning materials

PERSONAL QUALITIES

- Willingness and flexibility to learn and adopt new skills
- Friendly and relaxed manner in dealing tactfully with hirers
- Willingness and ability to help and work co-operatively with other staff members
- Clarity of expression and good communicator
- Honesty, integrity
- Confidentiality