

# THE CATHOLIC DIOCESE OF NORTHAMPTON



<b>Job Title:</b>	<b>Housekeeper/Cook</b>
<b>Responsible to:</b>	<b>The Parish Priest</b>
<b>Location:</b>	<b>Sacred Heart, Luton</b>
<b>Working Hours:</b>	<b>20 hours per week, ideally between 10am-2pm Monday-Friday</b>

## ROLE SUMMARY

To manage and carry out the housekeeping duties for the presbytery, including all cooking/catering needs for the resident Priest/s.

## MAIN DUTIES

### Cleaning Duties

1. Cleaning of the private quarters of the Presbytery, including vacuuming, dusting, cleaning bathrooms and ensuring beds are changed regularly.
2. Carrying out washing and ironing for the resident Priest/s.
3. Cleaning and polishing of the office and other communal rooms to include dusting, emptying bins, recycling paper and vacuuming.
4. Regularly assessing the premises for any attention required and reporting any tasks outside of your remit to the Secretary.
5. Ensuring overall Health, Safety & Hygiene standards are maintained throughout the house.
6. Carry out other ad hoc duties, which may prove necessary for the proper performance of the job.

### Cooking Duties

1. Planning meals in advance and carrying out the shopping so that the required ingredients are available to you.
2. Cooking daily a main meal for the resident Priest/s and visitors, taking into account dietary needs.
3. Preparing freshly cooked meals to be refrigerated or frozen and used by the resident Priest/s as needed out of working hours, such as weekends.
4. Carry out other ad hoc duties which may prove necessary for the proper performance of the job.
5. Ensuring overall food preparation hygiene standards are maintained.
6. Ensuring all food is used by the best before date, fresh food is stored appropriately and at the correct temperatures.

## **SPECIFIC SKILLS**

1. Able to work constructively and at a good pace both alone and within a team.
2. Able to prioritise and handle differing workload demands.
3. Experienced in managing household tasks.
4. Knowledge and experience of good general and kitchen hygiene.
5. Cooking and baking.
6. Organised and efficient.

## **PERSONAL QUALITIES**

1. Sympathetic to the aims and objectives of the Catholic Church and ability to relate to its members and their work.
2. Creativity in cooking and baking.
3. Able to exercise discretion, sensitivity and strict confidentiality given the Pastoral setting in which daily tasks are to be undertaken.
4. Has a good sense of humour, flexible and adaptable.
5. Self motivated, able to take initiative, and has a generous 'can do' attitude.
6. A team player, willing to help others.