|  |
| --- |
| *Insert Parish logo here* |

|  |  |  |  |
| --- | --- | --- | --- |
| Position title: | Cleaning Volunteer | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | None. | Other key relationships: | Parish Pastoral Associate, Parish Pastoral Council |
| Position Purpose: | * By cleaning the church and other parish building, the Cleaning Volunteer makes the parish a place that is beautiful, clean and welcoming to the faithful and visitors. | | |
| Qualifications and experience: | * Cleaning experience desirable but training is provided to all new volunteers. | | |
| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis. * Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. * Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. * Other training as directed. | | |
| Conditions: | * This is a volunteer role. * Expected commitment is ……. hours a week/month. * Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. * Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. | | |

| Skills and attributes: |
| --- |
| * Commitment to the safety of children, young people and vulnerable people * Motivated to work within the Catholic Church environment and a strong commitment to its values. * Honesty and integrity * Reliability * Responsibility * Willingness to work collaboratively as part of a team * Planned and organised * Willingness to participate in learning opportunities e.g. induction, training and development * Able to communicate effectively and respectfully with others * Flexible and adaptable * Respect confidentiality and privacy * Acts with reverence when cleaning the sanctuary, statues or religious art |

| Key Results Areas: | Key Duties: |
| --- | --- |
| Cleaning church and other parish buildings | * Vacuuming. * Mopping. * Dusting. * Sweeping. * Cleaning of foyers, meeting rooms, sacristy or toilets as required. |
| Training | * If requested, assist in training new volunteers. |