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| *Insert Parish logo here* |

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| 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.
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| Qualifications and experience: | * Cleaning experience desirable but training is provided to all new volunteers.
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| 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.
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| 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.
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| Skills and attributes: |
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| * 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
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| 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.
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| Training | * If requested, assist in training new volunteers.
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