

# Housekeeper

## Grade

H

## Contract Type

Fixed Location

Adult & Family Services Ops Manager



Team Leader



Housekeeper



No direct reports

## Department

Supported  
Housing



Adult & Family  
Services

## Role Overview

Provide a professional and reliable cleaning service at our supported accommodation schemes for adults and families, meeting the needs of our contracts by ensuring voids are cleaned to a high standard and to required timescales.

## RESPONSIBILITIES

- Clean and maintain the offices, training rooms and communal areas, ensuring high standards of cleanliness and a safe environment in which customers can live and staff can work.
- Ensure that the highest possible standards of accommodation are available for re-letting.
- Ensure there are sufficient stocks of cleaning materials and equipment available in order to complete work schedules and provide a continuous cleaning provision.
- Ensure all Health & Safety procedures are followed, and that cleaning materials and equipment are not hazardous to the residents, staff and/or the public.
- Report to management any potential Health & Safety hazards around the Scheme, that could cause injury to customers or visitors, i.e. loose stair- treads, worn carpets, electric lights not working etc.
- Undertake additional duties appropriate to the role and/or grade.

## Our values



### Honest & Reliable

We are authentic, open and dependable; and we do what we say we'll do.



### Caring

We show kindness and consideration to our customers and each other.



### Respectful & Fair

We listen to people, and strive for equity and inclusivity in all that we do.

Creating more places for people to thrive and be recognised as a sector leading landlord

## STRENGTHS

- ✓ Ability to effectively communicate at all levels.
- ✓ Ability to work autonomously with minimal supervision
- ✓ Ability to work with minimal supervision, whilst maintaining high standards of cleanliness/presentation of properties.

## ESSENTIAL REQUIREMENTS

- ✓ Experience of using domestic and industrial type cleaning equipment
- ✓ GCSE Maths and English (or equivalent)

## BENEFICIAL TO THE ROLE

- ✓ Full UK Driving License & use of a vehicle
- ✓ Knowledge of First Aid