

ROLE PROFILE

Housekeeper - Young People's Services

Grade

Your -01

Contract Type

Fixed Location

Foyer Operations Manager



Deputy Foyer Manager



Housekeeper

Department

Supported
Housing



Young People's
Services

Role Overview

Carry out general cleaning duties to all areas of the Scheme, ensuring a high standard is achieved to meet contract requirements.

RESPONSIBILITIES

- To clean and maintain the offices, training rooms and communal areas to ensure high standards of cleanliness and a safe environment in which residents can live and staff can work.
- To ensure that the highest possible standards shared working areas. Support with the turn around and cleaning of meeting spaces.
- Ensure that stock levels, cleaning materials and equipment are maintained by ordering from an approved supplier and working within budget, reporting to the Scheme Manager.
- To ensure that all health and safety procedures are followed, and that cleaning materials and equipment are not hazardous to the residents, staff and/or public.
- To report to management any potential health and safety hazards around the scheme, that could cause injury to residents 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.

Through our **passion** for housing, more **people** have a **safe** place to call **home**

STRENGTHS

- ✓ Trustworthy and reliable
- ✓ Ability to communicate diplomatically and honestly
- ✓ Basic administration and organisation skills
- ✓ Ability to work with minimal supervision

ESSENTIAL REQUIREMENTS

- ✓ Experience of using domestic and industrial cleaning equipment
- ✓ Ability to undertake all the physical attributes of the post
- ✓ Awareness of Health & Safety
- ✓ Ability to maintain high standards of cleanliness and presentation of the communal areas and properties

BENEFICIAL TO THE ROLE

- ✓ Knowledge of COSHH requirements