

ROLE PROFILE

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.

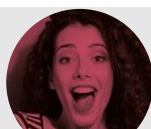
RESPONSIBILITIES

- 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.

STRENGTHS

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

Our Values & Competencies



PASSION



PRIDE



CREATIVITY



ACCOUNTABILITY

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

ESSENTIAL REQUIREMENTS

- ✓ Experience of using domestic and industrial type cleaning equipment
- ✓ Basic Maths and English

BENEFICIAL TO THE ROLE

- ✓ Knowledge of First Aid

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