



Helping young people build a future

Job Description - Care Support Housekeeper

Responsible to: Hostel Manager

Purpose: To carry out a variety of tasks, all related to the cleaning needs of the Centre. To be part of the housekeeping team in ensuring that the highest standards of cleanliness and hygiene are maintained throughout the Centre.

Hours: 20 hours per week. 9am to 1pm Monday to Friday

Salary: £6.82 per hour plus benefits

Duties

1. To carry out all cleaning duties as assigned by the Hostel Manager.
2. At all times to work within the system/procedure as laid down by the Hostel Manager.
3. To bring to the attention of the Hostel Manager any factors you feel may endanger the safety of the residents, general public or Centre staff.
4. When on duty to wear uniform and badge provided. Care should be taken regarding appearance which should be smart and tidy.
5. Due to the nature of the Centre, a flexible attitude is required from all staff towards their work.
6. To be helpful and courteous at all times towards other staff members, residents and general public.
7. To inform the Hostel Manager of any observations you make regarding the need for replacement or repair of furniture, fittings or supplies.
8. You may be required to work some Bank Holidays but time of in lieu will be given.
9. When servicing rooms, **on no account** must you give access to any persons requesting access to any room. Refer such persons to reception and inform the Hostel Manager of their presence.
10. Any other duties which from time to time may be necessary to ensure the smooth running of the operation as requested by the Hostel Manager.