

## Job Description

**Job Title:** Weekend 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 staff team in ensuring that the highest standards of cleanliness and hygiene are maintained throughout the centre.

**Hours:** Saturday and Sunday and some Bank Holidays. Hours variable according to the requirements on the day.

**Duties:**

1. At all times to work within the system/procedures as laid down by the Hostel Manager.
2. When on duty to wear uniform and badge provided. Care should be taken to present a smart and tidy personal appearance.
3. To be helpful and courteous at all times towards other staff members, residents and general public.
4. To inform the Hostel Manager of any observations you make regarding the need for replacement or repair of furniture, fittings or supplies.
5. When servicing rooms, on no account must access be given to any persons requesting access to any room. Refer such persons to the Duty Manager.
6. 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.