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**JOB DESCRIPTION:** Housekeeper

**RESPONSIBLE TO:** Operational Director

**Hours of Work:** 8:00a.m. - 1:00p.m. Monday to Saturday

**ROLE:**

1. Responsible for the day to day supervision of all Domestic staff, assisting with resolving any problems, answering questions etc
2. Responsible for the reallocation of domestic duties in times of sickness, holidays etc
3. Checking and signing all timesheets for payroll, reporting instances of sickness absence, accidents etc
4. Hold regular staff meetings and take written notes for circulation, ensuring any action points are followed up and resolved.
5. Carry out regular supervisions and appraisals with the team, ensuring goal setting and monitoring of individual and team performances.
6. Responsible for the quality of the cleaning of the team by demonstrating the standards expected and checking the teams work.
7. Conduct regular health and safety checks ensuring staff are working within policy and procedures and risk assessments, including COSHH and wearing PPE.
8. Regularly review risk assessments to ensure ongoing relevance and report any areas of concern to mitigate any identified risks to OD and at H&S Committee.
9. Regularly review any cleaning procedures to ensure ongoing relevance and update as necessary.
10. Responsible for cleaning materials stocks (including toilet rolls and en-suite cleaning materials for residents), ordering and recording stocks.
11. Responsible for bedding stocks, ordering and recording.
12. Responsible for ironing and issue of bedding stock to cleaning team
13. Ensure that cold weather provision bedding stocks are laundered and ironed, kept separately from other stock to ensure accessibility by housing staff
14. Liaise with HSO and Maintenance staff as needed and reporting to HSO concerns regarding specific residents
15. Carry out day to day cleaning and laundry tasks as designated in the Cleaning specification
16. Participate in staff meetings, committees, and training as required to perform duties.
17. Any associated duties as directed by Senior Management Staff

**CLEANING SPECIFICATIONS**

- The stairs from large gym corridor to administration offices

- Corridor to dance studio

- Toilets

- Coffee Bar Area

- Four admin offices and photocopier room

- Supported Accommodation – 7 bedroom units on current 200’s.