**JOB DESCRIPTION:** Domestic Staff - Hostel

**RESPONSIBLE TO:** Facilities Manager – Director of Operations

**ROLE:**

1. As the first point of contact for some residents any concerns should be reported to the Duty Housing Officer and recorded on your Daily Cleaning Sheets.
2. You are employed primarily as a Main Building Cleaner but in times of staff shortage and as directed by the operations supervisor you will be expected to work in other YMCA St Helens areas and buildings and therefore your times of work may vary.
3. To carry out day to day cleaning duties in your designated areas stated in Cleaning Specification
4. To implement all Health & Safety Procedures as per YMCA St Helens policy
5. To log day to day maintenance / repair works in the Maintenance Book (located at Main Reception)
6. To log day to day work completed (form provided), ensuring that any areas of concern are recorded
7. To cover for colleagues in times of holiday, sickness etc
8. Report verbally to Housing Support Officers concerns regarding specific residents