



## QUEENS HALL ACTION ON POVERTY

### JOB DESCRIPTION

#### Part Time Housekeeper

**Job Title:** Part Time Housekeeper

**Salary:** £9.90 per hour

**Hours:** 15 hours per week , flexible over 4 or 5 days plus travel time.

**Contract Length:** Substantive

**Holidays:** 22 Days plus Bank Holidays ( pro rata)

**Base:** Will be expected to work at two town centre locations within 1 mile of each other

**Responsible to:** Compliance & Facilities Manger

**Accountable to:** Queen's Hall Action on Poverty Trustees

**To Apply** , please attach a CV and Covering Letter below , please do not click apply unless you are ready to attach your documents. <https://hr.breathehr.com/v/part-time-housekeeper-28452> Closing

**Date** : Interviews will be held as applications are received

\*\*\* Please note that the vacancy may close early if a satisfactory number of applicants are received

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#### SUMMARY:

The Brick is a growing charity with big aspirations for people in need within our community. We provide RELIEF, RESTORATION and REFORMATION by offering tailored support, hope, and

opportunity to those looking to improve their quality of life. We are now looking for a meticulous, proactive and thorough Housekeeper to join our team , an individual with high standards and who takes pride in their place of work.

## **JOB PURPOSE**

Our rapidly growing Charity is looking for a cleaner that can undertake Housekeeping duties to a high standard across two newly renovated sites. You will work under the direction of the line manager to maintain cleanliness across sites but must demonstrate initiative and have the ability to manage your own duties.

The ideal candidate will be passionate about creating a welcoming environment through good hygiene. We're looking for a Housekeeper who is meticulous, thorough and flexible.

## **PRINCIPAL RESPONSIBILITIES**

- Clean all areas of the building including kitchen, bathrooms, offices, reception, staircases, offices,
- Clean all surfaces including chairs, tables, floors, wooden floors, tiles.
- Ensure the car park is maintained at all times by removing any rubbish and sweeping it.
- Dilute and use cleaning materials.
- Collect and remove waste/rubbish from office / reception areas.
- Clean toilets, sinks and tiles.
- Clean and polish all surfaces.
- Ensure all high and low dusting is completed.
- Take responsibility for materials, equipment and other supplies use for cleaning and advise Line Manager of stock levels as necessary.
- Ensure adequate supply and replacement of finished toileting material i.e tissue, liquid hand wash etc.
- Adhere to COSHH regulations.
- Attend and participate in training courses as required.
- Attend and participate in staff meetings.
- Have a good working relationship with the organisations employees, volunteers and people who use our services.
- Undertake any other Housekeeping duties as requested by the Line Manager.

## **Health and Safety**

In line with Health and Safety and Lone Working Policies, take reasonable care of personal health and safety and the health and safety of colleagues, service users and other persons who may be affected by acts and omissions.

## **Diversity**

Understand and implement The Brick's Equality and Diversity Policy

### **Out of Hours**

Be willing to undertake and assist in one off emergency cleaning projects which may occur out of hours

Promoting fundraising for the Charity

The Postholder must be able to use their own initiative to work in a proactive and efficient manner and manage their own time to a high degree.

The post holder will be expected to:

Perform any other duties consistent with the broad objectives of the post.

Participate in individual performance review and respond to agreed objectives.

Be aware of professional standards expected in the service, in terms of holistic person centred delivery.

Maintain up-to-date knowledge of Health and Hygiene.

Take responsibility for own health and safety and the health and safety of colleagues, clients, the project and the general public

Take responsibility for ensuring that legal obligations regarding information which is processed for both service users and staff is kept accurate, confidential, secure and in line with the Data Protection Confidentiality Policies.

Not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

To undertake other such duties consistent with the post, as jointly agreed between the post holder and Queen's Hall Action on Poverty

To at all times deliver the service in line with and adhere to the Policies and Procedures

To ensure good time management

The Brick is committed to delivering Wigan Council's Deal approach and as such we are asking for applicants who adopt the 3 core behaviours being; positive, accountable and courageous. We are looking for innovation and creativity, The Brick is not afraid to do things differently and pilot new initiatives to trial and test new ideas

Queen's Hall Action on Poverty are committed to the safeguarding and protection of all young people and adults, In line with our Safeguarding policies. We will carefully select, train and support all those with any responsibility within the Charity, in accordance with our rigorous recruitment and selection policies

The Brick is committed to promoting a diverse and inclusive workplace, which attracts all candidates and signals our commitment to celebrate and promote diversity. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of our workforce. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and support or staff from different backgrounds.