



QUEENS HALL ACTION ON POVERTY

JOB DESCRIPTION

Part Time Housekeeping Operative

Job Title: Housekeeper / Housekeeping Operative

Salary: £10627.50 plus benefits

Hours: 18.75 hours per week Wed , Thursday , Friday

Contract Length: Substantive

Holidays: 22 Days plus Bank Holidays (pro rata) plus your Birthday off

Base: Dispersed across the Wigan & Leigh Borough

Responsible to: Compliance & Facilities Manager

Accountable to: Queen's Hall Action on Poverty Trustees

Closing Date : 17th November

*****Driving License Essential*****

To Apply : Please upload a CV and Covering letter outlining why you would be an asset to our charity using this link: <https://hr.breathehr.com/v/part-time-housekeeping-operative-31687>

Please apply early as we reserve the right to close applications as soon as sufficient applicants have been received

Summary: The Brick is a small 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 now are looking for a meticulous, proactive and thorough Housekeeping Operative to join our team.

JOB PURPOSE

Our rapidly growing Charity is looking for a housekeeper that can undertake cleaning duties to a high standard. The housekeeping operative will be required to clean the communal areas of our supported housing units and also have responsibility of clearing and cleaning void units. Our supported accommodation is dispersed across the borough so a driving licence is essential. .

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 communal areas such as Halls / Landings, staircases etc
- Efficiently clear and clean void units so they are ready for incoming residents timely
- Clean all surfaces including , skirting boards, architraves, floors, wooden floors, tiles.
- Ensure the outside spaces are clear of litter / debris.
- Dilute and use cleaning materials.
- Collect and remove waste/rubbish.
- 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 cleaning material i
- 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

General

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

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