

THE BRICK

PROJECT
SHOP
WORKS
GIVING
REUSE

QUEENS HALL ACTION ON POVERTY

Job Description: Mobile Housekeeper

Salary: £11,190.40

Hours: 16 hours per week

Location: Properties allocated across Wigan and Leigh

Holidays: 30 days plus bank holidays (pro rata)

Based at: Wigan Town Centre Location with regular visits to all charity premises.

Responsible to: Head of Services

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/recruitment/vacancies/46073>

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

Closing Date: 13th April 2026

Interviews: 16th, 17th April 2026. Although we reserve the right to interview as applications are received.

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. From homelessness outreach to our pioneering Multibank project, we distribute essential items and food to thousands of households across Greater Manchester. We are looking for a dedicated individual to join our team and help maintain the dignity and safety of our accommodation.

Role Overview:

We are seeking a reliable, mobile Housekeeper to maintain high standards across a portfolio of HMOs (Houses in Multiple Occupation) and charity premises in the Wigan and Leigh area. This is a fast-paced role requiring travel between sites to ensure our properties are clean, safe, and welcoming for those we support.

Key Responsibilities:

- **HMO & Communal Cleaning:** Maintain a high standard of cleanliness in all shared areas, including entrances, kitchens, bathrooms, corridors, and stairwells.
- **Void & Turnover Cleans:** Perform thorough deep-cleans of rooms when tenants move out to ensure they are ready for new occupants.
- **Health & Safety:** Conduct regular safety checks, ensuring fire exits are clear and checking smoke/CO alarms. Report maintenance issues immediately.
- **Emergency Response:** Respond promptly to incidents such as spillages, floods, or hygiene issues to keep environments safe.
- **Safeguarding:** Act as "eyes and ears" on-site, reporting any incidents or safeguarding concerns via the Wigan tier reporting system.
- **Waste Management:** Ensure communal bin areas are tidy and litter-free.
- **Representation:** Support and participate in occasional fundraising activities and represent The Brick positively in the community.

Person Specification:**Essential:**

- Full UK Driving Licence and access to a vehicle for work purposes.
- Practical experience in domestic or commercial cleaning.
- Understanding of safe chemical use and COSHH principles.
- Ability to work independently and manage a mobile schedule effectively.
- Strong commitment to safeguarding, equality, and diversity.
- Flexibility to support occasional out-of-hours work for charity events.

Desirable:

- Previous experience cleaning HMOs or social housing.
- Knowledge of health and safety procedures in a residential setting.
- Experience working within the charity or voluntary sector.

What We Offer:

- A competitive hourly rate of £13.45.
 - **Travel Expenses:** [Insert e.g., 45p per mile for business travel].
 - A supportive team environment within a high-impact local charity.
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