

JOB DESCRIPTION		
POST TITLE: Housekeeper	LOCATION: Caritas House, 2 Nobby Stiles Drive, Manchester, M4 4FA	
HOURS OF DUTY: Minimum 20 hours per week, up to 25 hours per week subject to the candidates availability Ideally to be worked 2:00pm-6:00pm or 1:00pm-6:00pm, Monday to Friday	GRADE: Fixed Point SCP1	SALARY: £18,328 per annum (pro rata for part time)
RESPONSIBLE TO: Senior Admin Officer (Caritas Schools' Service)	MAIN CONTACTS: <u>Internal</u> <ul style="list-style-type: none"> ◆ Caritas Diocese of Salford staff ◆ Volunteers ◆ Maintenance staff 	
RESPONSIBLE FOR: Efficient and effective use of resources	<u>External</u> <ul style="list-style-type: none"> ◆ Visitors and guests 	
SPECIAL CONDITIONS OF SERVICE: <ul style="list-style-type: none"> ◆ Able to work flexibly 		
MAIN PURPOSE OF THE POST: To ensure facilities are cleaned and maintained to a high standard. To enable the highest standards of welcome and hospitality to colleagues and visitors.		



JOB DESCRIPTION

HOUSEKEEPER (CARITAS HOUSE)

CARITAS DIOCESE OF SALFORD PRINCIPLES AND VALUES

The post-holder will be required to work within and represent the principles, ethos and values of Caritas Diocese of Salford in their work.

POLICIES AND PROCEDURES

The post-holder will work in line with the Policies & Procedures of Caritas Diocese of Salford. They will also be required to ensure that service users/clients, staff and volunteers are treated in accordance with the Equal Opportunities policy of Caritas Diocese of Salford with particular emphasis on anti-discriminatory practice and the promotion of the rights of children, young people and vulnerable adults.

SAFEGUARDING

Everyone at Caritas has a safeguarding responsibility. As part of the role the post-holder will undertake mandatory safeguarding and Prevent training as part of their induction. The post-holder will be required to ensure that children, young people and vulnerable adults are safeguarded. The role includes a duty to refer any safeguarding concerns they may have to their line manager.

MAIN TASKS AND RESPONSIBILITIES

1. To clean designated areas of Caritas House according to plans established by management.
 - a. Weekly cleaning, vacuuming/sweeping and mopping of floors in all common areas, reception areas, public bathrooms, kitchens areas including surfaces, fridges, etc.
 - b. Weekly cleaning of room 6 and room 13 meeting rooms.
 - c. Every other week to clean either level 0 or level 1 corridors.
 - d. Follow a cycle of cleaning to all other office areas including but not limited to wiping skirting boards, windowsills, shelves, doors, fridges, microwaves.
 - e. Record all completed routine cleaning tasks on a daily basis.
2. To safely open and lock the building to enable the above to be completed in accordance with lone working procedures.
3. To regularly run water systems to toilets, hand basins, showers and kitchens to ensure compliance with water hygiene systems and record when completed.
4. To ensure waste is disposed of correctly including emptying waste bins or similar receptacles routinely, and transport waste material to designated collection points.

5. To ensure safe storage of all cleaning materials and check stock levels reporting any low stock levels / requirements to management. This includes carrying out a stock check with the line manager on a monthly basis.
6. To replenish consumable items including, soap, toilet rolls and paper towels, where required.
7. To maintain safety of all areas while cleaning is in progress and report any maintenance issues as required in line with Policy and Procedures.
8. To maintain up-to-date knowledge of all aspects of safety relevant to this position and undertake health and safety and hygiene training (including dangerous substances) as required.
9. To check equipment and machinery used and ensure health and safety guidelines are adhered to.
10. Comply and assist with the development of policies and procedures relating to the cleaning and maintenance of the building, as and when required.
11. To attend and participate in relevant meetings as and when required.
12. To participate and engage in training, supervision and appraisal as required.
13. To carry out any other duty, commensurate with the level of the post, as may be determined by the Director.

Promotion and Fundraising:

As a charity Caritas Diocese of Salford relies on a certain amount of fundraising. All members of staff are expected to contribute to fundraising activities and to be committed to promoting Caritas Diocese of Salford at every opportunity.

Health and Safety General Responsibilities:

All employees have a responsibility for their own health and safety and that of others while undertaking their duties. Employees have a general duty to assist Caritas Diocese of Salford in implementing its general statement within the Health and Safety Policy.

All employees must report workplace hazards to their line manager and to report injury and illness arising from workplace activities as outlined in Caritas Diocese of Salford guidance.

**PERSON SPECIFICATION FOR THE POST OF
HOUSEKEEPER (CARITAS HOUSE)**

REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	<ul style="list-style-type: none"> ◆ Qualified in literacy and numeracy at level 1 or equivalent 	<ul style="list-style-type: none"> ◆ Health & Safety qualification 	
Skills	<ul style="list-style-type: none"> ◆ Ability to clean designated areas of the offices to a high standard ◆ Observant, thorough with attention to detail ◆ Ability to communicate verbally with staff and volunteers ◆ Work as a trustworthy, reliable, honest, positive team member ◆ Respectful attitude to elderly and deaf people ◆ Ability to lone work, work independently and use initiative ◆ Ability to follow instruction and work under supervision ◆ Good time keeping, attendance and ability to meet deadlines ◆ Ability to remain calm under pressure and in a busy environment ◆ Basic Reporting skills 		Application form and interview
Knowledge	<ul style="list-style-type: none"> ◆ Knowledge of the processes and routines for safely cleaning premises ◆ Knowledge of safe storage and management of cleaning materials in line with COSHH requirements 		Application form and interview
Experience	<ul style="list-style-type: none"> ◆ Experience of cleaning in a commercial environment ◆ Experience of using general cleaning equipment 		Application form and interview
Special Conditions	<ul style="list-style-type: none"> ◆ Must be able to work within and promote the ethos and values of Caritas ◆ Able to work flexibly ◆ Able to contribute to promotion and fundraising on behalf of Caritas ◆ Commitment to undertake any relevant training 		Application form and interview

Note for Applicants: Please try to show on your Application Form how you meet these requirements as this will be used for shortlisting purposes.