

## **YMCA CORNWALL**

### **JOB DESCRIPTION**

- 1. JOB TITLE:** Housekeeper
- 2. RESPONSIBLE TO:** Facilities Manager
- 3. JOB PURPOSE:** To ensure the efficient and effective cleaning and running of the accommodation and offices working to an agreed 'Cleaning Rota.'

#### **4. KEY TASKS AND RESPONSIBILITIES:**

As informed by the rota, undertake any of the following tasks:

- Wash and dust skirting boards, door frames, stairs and radiators.
- Empty all rubbish bins around the kitchen, toilet areas and offices and locations where room hire has taken place. Deposit rubbish in the Refuse Collection Bins.
- Ensure toilets and showers are cleaned thoroughly– this includes floors, walls, sanitary ware.
- Vacuum main rooms, room hire, corridors, offices.
- Compliance with health and safety standards and procedures at all times.
- Liaise with Manager and inform of any damage or repairs that are necessary to maintain agreed standard of operation.
- Undertake any other duties that meet the exigencies of the service.

Base of work will be Penzance.

The duties of the post may, on occasion, require some evening/weekend and/or bank holiday working.

The post – holder is required to ensure the rules, regulations and discipline of the YMCA are maintained for the benefit of users, members, residents, clients and staff. Particular attention is to be paid to ensuring that YMCA Cornwall's statutory responsibilities with regard to health and safety (including fire regulations) are adhered to strictly.

**March 2023**

## Housekeeper – Person Specification

Qualities	Essential	Desirable
<b>1. Education / Qualification</b>		
Knowledge of health and safety procedures		*
Knowledge of COSHH and use of cleaning products safely.	*	
<b>2. Work Experience</b>		
Experience of domestic duties in a similar working environment	*	
<b>3. Special Aptitudes and Knowledge</b>		
Flexible approach to work	*	
Flexible working hours (as necessary)	*	
<b>4. Skills</b>		
Able to work in a multidisciplinary team	*	
Interpersonal skills	*	
Attention to detail	*	
<b>5. Other</b>		
Ability to prioritise workload	*	