

NORTH EAST LINCS WOMEN'S AID
JOB DESCRIPTION – HOUSEKEEPER/CLEANER

RESPONSIBLE TO: Housing Manager, Head of Operations

DAYS /TIMES: Tuesday, Thursday, Friday & Saturday morning – 4hrs per day (flexible)

HOURS/PAY: 16 Hours / £12.21ph

This post will include working alongside & supporting our current cleaner/housekeeper who is full time.

*As this position will include working in our Refuge, we are only accepting applications from women.
(Schedule 9, Part 1 of the Equality Act 2010 applies)*

MAIN DUTIES AND RESPONSIBILITIES

To oversee and undertake all cleaning and housekeeping type tasks within the Refuge and Women's Centre including preparation of flats for admissions, cleaning/tidying/sorting, purchasing items/equipment, inventories and stock management.

SPECIFIC TASKS

1. Clean and prepare flats between residents ensuring they are ready for new admissions.
2. To keep living, working and communal areas clean and hygienic.
3. To purchase household items and equipment.
4. Complete regular inventories and develop good stock management systems.
5. Report and/or organise any maintenance and repair requirements as appropriate.
6. To rotate and undertake cleaning tasks such as windows, doors, skirting boards, ovens, etc.
7. To pay specific daily attention to the cleanliness of toilet areas.
8. Ensure good daily communication with support staff in planning and managing the refuge accommodation, equipment and resources.
9. Compile, maintain, record and monitor all relevant housing management records.
10. Ensure that the physical environment of both refuge buildings are acceptable to the women and that they are safe, clean and offer a high level of comfort.
11. Comply with the Health and Safety policy at all times and ensure safe working practices.
12. At all times to promote the organisation in a positive way.
13. Draw to the attention of the support workers and/or managers all necessary information re clients' problems or issues with the tenancy; promoting safety, healthy living and good hygiene.
14. Attend meetings, supervisions and training events as required.
15. Ensure the highest standard of anti-discriminatory and equal opportunities practices.
16. Be flexible during times of holiday/sickness absence.
17. Be flexible during times of admissions/crisis; ensuring the immediate needs of the client are met.
18. Be familiar with the policies of NEL Women's Aid, ensuring they are implemented at all times.
19. Work at all times in accordance with the confidentiality, safety & safeguarding policies.
20. To perform other duties reasonable to the character of the post and the level of responsibility.