**Action Homeless**

**Job Description**

**Cleaning & General Maintenance Operative**

**Job Title:** Cleaning & General

**Responsible to:** Premises Manager

**Hours:** 25 hours per week

**Salary:**  £9.36 per hour

1. **Job Purpose:**

Responsible for maintaining a high standard of cleanliness in our housing schemes and outside contract work.

1. **Job Activities:**
2. Cleaning & Gardening duties
	1. Perform a variety of cleaning and tidying activities such as sweeping, mopping, scrubbing dusting and polishing
	2. Ensure all areas and rooms are cared for and cleaning schedules adhered to in accordance with Action Homeless standards
	3. Use and protect equipment in accordance with Action Homeless procedures
	4. Notify superiors on any damages, deficits and disturbances
	5. Report any complaints/requests with professionalism and patience
	6. Check stocking levels of all consumables and replace when appropriate –
	7. Adhere strictly to rules regarding health and safety and be aware of any company-related practice
	8. Clean commercial and residential buildings to a high standard, including the removal of all rubbish, windows and glass, carpets, toilets, kitchens and cookers
	9. Tackle heavy and soiled cleaning jobs
	10. House clearance
	11. Use commercial cleaning materials in accordance with H&S standards
	12. Use and maintain cleaning equipment
	13. Cutting / Strimming of grass with mechanical aids and tidying area afterwards.
	14. Weed spraying with appropriate chemicals -
	15. Litter picking
	16. Cutting / pruning of hedges -
	17. Sweeping of paths, leaving area clean and tidy
	18. Clearing overgrown gardens
	19. Maintain all tools and equipment after use
	20. Various grounds maintenance tasks.
3. STOCK CONTROL

* 1. Maintain the stock of the cleaning materials and of linen supply, including prepare stock orders, check and receive stock, keep records Keep check of stock levels and report if supplies are running low.
	2. Maintain the cleaning and linen stores to a high standard –
	3. Ensure Health and Safety rules are adhered to i.e. maintain COSH information
1. OTHER DUTIES
	1. Wash and dry bedding, curtains & linen as required
	2. Occasional shopping
	3. Any other duties as directed.

**Housekeeper / Social Enterprise Assistant: Person Specification**

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|  |  | **Criteria****Indicated E (Essential) D (Desirable)** |
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| **Competencies, skills and experience** | **E****E****D****E****E****E****E****D****E****D** | Experience of domestic / commercial cleaningExperience of working within a small teamExperience of using industrial cleaning machines Knowledge and understanding of health and safety practicesKnowledge and understanding of working with cleaning chemicals i.e. COSHHGood communication skillsAbility to follow and work in accordance to set proceduresCan demonstrate an understanding of stock controlAbility to report hazard /issues and work to organizational policies.Ability to recognize and challenge discriminatory behaviour |
| **Values and motivation** | **E** | General interest in working in a homeless services environment. |
| **Personal characteristics** | **E****E****E****E****D** | Enjoys working with peopleConfident and approachableGood time management skillsGood organisation and prioritisation skillsAbility to work flexibly |