**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)** |
|  |  |  |
| **Competencies, skills and experience** | **E**  **E**  **D**  **E**  **E**  **E**  **E**  **D**  **E**  **D** | Experience of domestic / commercial cleaning  Experience of working within a small team  Experience of using industrial cleaning machines  Knowledge and understanding of health and safety practices  Knowledge and understanding of working with cleaning chemicals i.e. COSHH  Good communication skills  Ability to follow and work in accordance to set procedures  Can demonstrate an understanding of stock control  Ability 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 people  Confident and approachable  Good time management skills  Good organisation and prioritisation skills  Ability to work flexibly |