

**Cleaner**

**Application Pack**

**Closing Date: Monday 5th April 2021**

**Contents**

Page

Advertisement 3

About Action Homeless 4

Job Description 6

Candidate Profile 8

How to Apply 9



**Cleaner**

**Contract: Permanent**

**Hours: 2 x 16 hours per week on a rota (including weekends and 7am starts, overtime available)**

**Salary: £9.50 per hour**

Action Homeless are looking to recruit an enthusiastic individual to join our housekeeping team.

You will be responsible for a variety of cleaning duties and ensuring all rooms are cared for and schedules adhered to in accordance with Action Homeless standards. You will also be required to maintain outside areas.

We are seeking an individual with experience of commercial and domestic cleaning, knowledge and understanding of working with cleaning chemicals i.e. COSHH and a general interest in working in a homeless service environment. You will need to have good organisation and prioritisation skills, enjoy working with people and be confident and approachable.

Full details about the role including the person specification can be downloaded from our website [www.actionhomeless.org.uk](http://www.actionhomeless.org.uk) or call 0116 2211851

To apply please complete and return the application form to [aaliyahlawrence-browne@actionhomeless.org.uk](mailto:aaliyahlawrence-browne@actionhomeless.org.uk)

**Closing date: Monday 5th July 2021**

**ABOUT ACTION HOMELESS**

Action Homeless provides a range of services for homeless people and people who are worried about homelessness in Leicester and Leicestershire. These include information, advice and accommodation services. We also work within the community to try to prevent homelessness from occurring in the first place. Our services aim to give people the confidence and skills they need to achieve and maintain independent living and to make a great contribution to the local community.

We believe that, wherever possible, it is much better to prevent homelessness from occurring before people reach a crisis in their lives. Preventing homelessness is a key focus for Action Homeless and an area, which we will be developing over the next five years. We launched a ‘No Second Night Out’ in Leicester which is a partnership project, that aims to ensure that anyone rough sleeping in Leicester is linked with accommodation and support services as quickly and efficiently as possible.

Unfortunately, there are cases where people do reach crisis point and find that they do not have a safe place to stay. In these situations, we are here to help and work with Leicester City Council to provide emergency accommodation to vulnerable adults who need it. In addition, our Accommodation Assist project offers high quality temporary housing to people who are homeless or threatened with homelessness and need a safe place to live whilst identifying more stable and permanent housing. Our accommodation across Leicester varies to include large supported housing projects, small-shared houses, bedsits and self-contained flats.

Action Homeless successfully brought back into use 20 empty properties through funding secured from DCLG. The project renovated empty properties, transforming them into affordable accommodation for people leaving homelessness services. In line with our strategic priorities, Action Homeless plans to continue with this work and provide an affordable solution to homelessness.

During 2016, we were successful in obtaining £140,000 from Nationwide Foundation, which helped us to purchase and renovate a further 3 properties. This also meant we were able to create 17 more units of affordable housing accommodation.

We believe that putting a roof over someone’s head is only the first step to helping them to regain their independence and therefore we provide access to an extensive support programme, which includes:

Engage – a purpose built support centre which acts as the base for a varied events and activities programme that promotes skills development and independence.

Action Trust – a social enterprise that offers work placements, training and employment opportunities to ex-offenders and people with experience of homelessness.

Moneywise – a project that seeks to improve individual’s financial confidence through a programme of group workshops and one-to-one training and education.

More information about Action Homeless and what we do can be found on our website at [www.actionhomeless.org.uk](http://www.actionhomeless.org.uk)

**Action Homeless**

**Job Description**

**Cleaner**

**Job Title:** Cleaner

**Responsible to:** Premises Manager

**Hours:** 2 x 16 hours per week – 7am starts on a rota mon – Sunday

**Contract:** Permanent

**Salary:** Band 1 - £9.36 per hour

1. **Job Purpose:**

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

1. **Major Tasks:**
   1. Cleaning & Gardening Duties
   2. Other Duties
2. **Job Activities:**
3. 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. Adhere strictly to rules regarding health and safety and be aware of any company-related practice
   7. Clean communal areas to a high standard, including the removal of all rubbish, windows and glass, carpets, toilets, kitchens and cookers
   8. Tackle heavy and soiled cleaning jobs
   9. House clearance
   10. Use commercial cleaning materials in accordance with H&S standards
   11. Use and maintain cleaning equipment
4. OTHER DUTIES
   1. Occasional shopping
   2. Any other duties as directed.
   3. Ensure Health and Safety rules are adhered to i.e. maintain COSH information

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

|  |  |  |
| --- | --- | --- |
|  |  | **Criteria**  **Indicated E (Essential) D (Desirable)** |
|  |  | **Driver** |
| **Competencies, skills and experience** | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **D** | Experience of domestic / commercial cleaning  Experience of working within a small team  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  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 |

**HOW TO APPLY**

To apply for the role please complete the full application form, making sure that it clearly demonstrates how you meet the role requirements and send this to aaliyahlawrence-browne@actionhomeless.org.uk Alternatively, you can post your application to Ridgeway House, Little Hill, Newton Lane, Wigston, Leicester, LE18 3SE.

Please call 0116 2211851 to request a pack via post.

If you do not receive a response to your application by the Monday 9th July 2021 then unfortunately on this occasion you have not been short-listed.

Please note that CVs and covering letters will not be considered.

**Closing date: Monday 5th July 2021**



