

EDEN HOUSING ASSOCIATION

JOB DESCRIPTION



JOB TITLE: Heysham Gardens Scheme Cleaner

POST NO: HS/15

DEPARTMENT: Housing & Support

RESPONSIBLE TO: Housing Team Leader

RESPONSIBLE FOR: Nil Staff

OVERALL PURPOSE OF THE POST:

1. To carry out general cleaning duties on the Scheme.

SPECIFIC DUTIES:

1. Vacuuming, cleaning, mopping and polishing of all communal areas eg lounge, cafe, activity rooms, halls, corridors, stairwells, bathrooms, kitchen and laundry, toilets, bin stores, offices etc and including window cills, skirtings, light fittings, handrails.
2. Replenish toilet rolls, hand soaps and paper towels as required
3. Launder tea-towels, hand towels, staff uniform items and guest room linens on site.
4. Spot clean internal windows where necessary.
5. Spot clean carpets/flooring where necessary.
6. Collection of litter from main entrance area and external sweeping of main entrance area.
7. Empty waste bins and recycle contents appropriately
8. Regularly water indoor plants and inform Scheme Co-ordinator of any issues.
9. Ensure cleanliness of the scheme is maintained throughout to a high standard.

GENERAL

1. To contribute to and play an active part in the overall work of the Association.
2. To implement positively and ensure compliance with the Association's policies, procedures, codes of practice and initiatives relating to equal opportunities, personal service standards and health and safety.
3. To provide the highest quality services incorporating best standards of practice. To work to continually improve standards, promoting the Association to its tenants, clients and those seeking assistance from the Association.
4. To undertake any other duties that may reasonably be required by the Scheme Co-ordinator or Housing Team Leader

Note: No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time which are broadly consistent with those in this document.

I agree that this Job Description is an accurate reflection of my duties.

Signed:Date:

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COMPETENCY PROFILE

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	Essential	Desirable
1. Skills and Abilities		
• Ability to work on own initiative without close supervision	*	
• Ability to clean to a high standard	*	
• Ability to communicate effectively in English	*	
2. Knowledge		
• Awareness of, and high regard for, health and safety issues	*	
3. Experience		
• Experience of working with an elderly client group		*
5. Qualities		
• Good interpersonal skills	*	
• Ability to develop and maintain good relationships with tenants and colleagues	*	
• Calm, efficient and professional approach	*	