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| **Job Details** | |
| Job Title | Housekeeper |
| Grade | Grade A - £21,684 (pro rata) |
| Location | St Padarn’s Institute, Cardiff |
| Contract Type | Permanent. |
| Working Hours | 6 hours per week weekdays.  The nature of this role requires flexibility in terms of working hours. Some weekend work will be required to meet business needs. During busier weeks (about 20 weeks of the contract) additional working hours will be required. Therefore, the successful candidate would be required to work up to 9-12 hours per week. |

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| **Selection Process** | |
| Selection Process | Suitable applicants are invited to contact the Human Resources Department with their expression of interest.  The successful applicant will need to undergo a basic DBS check. |
| Contact Details | Human Resources Department – [HR@cinw.org.uk](mailto:HR@cinw.org.uk) |

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| **Job Purpose** |
| A good quality, healthy, friendly housekeeping service is essential in helping to create the sense of community foundational to St Padarn’s work. The housekeeper will observe a professional personal appearance and a polite, friendly manner to assist in the provision of a high quality cleaning and hygiene service throughout all Centre buildings. |

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| **Reporting Structure** | |
| The Housekeeping team will consist of 3 people. All 3 roles will be managed by the Facilities Manager. | |
| Reports to | Facilities Manager. |
| Responsible for | No direct reports. |
| Primary Contacts: | Housekeeping team, learners, staff and visitors to St Padarn’s. |

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| **Main Duties and Responsibilities** |
| 1. Working closely with the Facilities Manager, ensure that all facilities are fit and ready for use in terms of cleanliness, hygiene and safety:  * Dusting and polishing. * Vacuuming rooms & corridors. * Sweeping, mopping and polishing of uncarpeted floor surfaces. * Removing refuse from all areas and dispose of it in the appropriate receptacles. * Replenishing wastepaper bin bags. * Cleaning of glass surfaces in doors/lifts. * Ensuring toilets/wash hand basins in all areas are clean and soap, toilet paper and hand towel dispensers are full. * Managing bed linen, towels and bathroom items taking them from a central storage area to bedrooms as and when required. * Completing full/part services of guest bedrooms including changing bedding, towels & cleaning/replenishing bathroom items. * Storing, accounting for and requesting laundry. * Use the appropriate and approved cleaning equipment and consumables provided by the Centre. * Carry necessary cleaning materials and equipment from area to area, ensuring they are kept in a clean and safe working order. * Clean kitchen areas (staffroom and accommodation wing) and defrost fridges. * Periodic cleaning duties (ie blinds, shower curtains and windows). * Use the Centre’s cleaning equipment to perform deep clean shampooing of carpets, upholstery and of uncarpeted floor surfaces. * Manage stock levels for cleaning consumables, place orders when required and compete associated paperwork. Assist in the appropriate storage of items.  1. Work within COSHH and HSE regulations at all times ensuring accurate records are maintained. Report any damage, maintenance needs or potential workplace/ personal hazards to the Front Office/Facilities Manager. 2. Promote team working and a supportive working environment with colleagues. 3. Demonstrate a professional, courteous and friendly attitude towards students,   staff and visitors at all times.   1. Attend daily start of shift briefings by the Facilities Manager (FM), record daily work competed and report to the FM at the end of shift. 2. Attend meetings and training courses as and when required. 3. Undertake any other duties which may be required from time to time which   are not included in the above, but which will be consistent with the role.   1. Maintain own professional development and stay up to date on regulatory changes and developments in best practice. 2. Undertake any other duties as required commensurate with the role/grade. |

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| **Knowledge, Skills, Qualifications and Experience** |
| **Essential**:   * Previous housekeeping experience in a similar setting. * Good practical knowledge of cleaning and housekeeping methods and equipment, or a willingness to learn. * Good organisational skills and the ability to pay attention to detail when cleaning areas. * An ability to work both independently and as part of a team. * Excellent customer service and a friendly, respectful manner. * Ability to take some initiative and perform routine tasks without close supervision. * Good understanding of Health & Safety and its application to housekeeping. * An empathy with the mission and ministry of the Church in Wales. |
| **Desirable**:   * An understanding of the purpose and structures of the Church in Wales. * Welsh language skills/the ability to communicate in Welsh. |
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