

OUTLINE JOB DESCRIPTION

Job Title: **Housekeeper**

Responsible to: Senior Housekeeper

Salary: YMCA C4 £14,688 pa (Pro Rata) (Based on a 35 Hour Week Full-Time)

Hours of Work: 21 hours per week

Job Purpose:

As part of a team, you will work to ensure Greenhill YMCA facilities are clean, comfortable and presentable for guests.

Duties and Responsibilities:

- General housekeeping duties such as cleaning, polishing, vacuuming, etc
- To ensure an adequate supply of clean linen is available for visitors
- To ensure the centre is kept clean and all cleaning duties are carried out to a high standard
- To work with other team members
- To assist with orders for the cleaning materials
- To comply with Health and Safety procedures and Centre policies and ensure appropriate reporting
- To complete necessary check sheets
- Any other task appropriate to housekeeping duties or basic maintenance within the housekeeping department
- To participate in relevant professional development training in general skills and a specialist area, as agreed with line manager.
- To support and uphold the ethos and value base of Greenhill YMCA.

Experience:

One year's cleaning experience in a work environment.

Experience desirable

Knowledge of Health & Safety desirable

Essential skills

- well organised and meticulous in your approach to work
- able to communicate and work well with others
- To be able to complete tasks without supervision

Potential candidates are respectfully requested to ensure that they meet the basic criteria above and to note that applications from parties who obviously do not meet the minimum requirements will not be answered.

We reserve the right to amend criteria to facilitate shortlisting for interview. Greenhill YMCA is an equal opportunities employer.

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