



Job Description

Job Title: Housekeeper

Reports to: Lead Housekeeper

Based at: Oaklea Convent

Date: September 2024

Job Purpose:

To work alongside a team of housekeepers to ensure the cleanliness of the Convent is to an exceptional standard.

Objectives	Typical Tasks
Complete job role in accordance with the requests of the Sisters of Mercy and SJOG.	<ul style="list-style-type: none">- Carry out necessary tasks, following appropriate cleaning schedule- Ensure that all floor surfaces in designated areas are clean, removing debris, spillages and shampooing if necessary- Clean all furniture/furnishing/fixing and fittings, using correct cleaning materials- Clean walls/doors etc. as required ensuring that the required equipment is used as appropriate- Fabric technician duties (ironing) as necessary- Ensure all work is carried out in an organised and efficient matter, taking into account following SJOG policies and procedures. Health and Safety, Infection Control and COSHH- Work to safe systems of work for infection control when dealing with bodily waste/fluids- Stock check cleaning materials and request order- Ensure that all products used within the service have the required COSHH data sheet

	<ul style="list-style-type: none"> - Ensure that all domestic and household waste is correctly identified and disposed of in specific disposal containers in accordance with policy. - Ensure sanitary fixtures and fittings are thoroughly cleaned using correct colour coded cloths and equipment. - Ensure the cleaning sequence is systematic and minimises the risk of infection.
Be aware of your responsibilities under the Charity's Health and Safety policy, taking all possible steps to ensure a safe working environment	<ul style="list-style-type: none"> - Maintain a safe working environment - Report all incidents or potential hazards to the Operations Manager/Lead Housekeeper - Report any faulty machinery to the Operations Manager/Maintenance. Ensuring it is labelled and isolated to prevent further use - Ensure knowledge of how equipment works and that it is kept in good working order
Be familiar and adhere to internal and external policies and standards	<ul style="list-style-type: none"> - Behave in a professional manner at all times - Ensure relevant standards are followed at all times and maintained - Maintain good working knowledge of relevant health and safety policies and procedures in order to implement safely and appropriately
Continuous self-development to ensure knowledge and skills are relevant to the service	<ul style="list-style-type: none"> - Keep up to date with skills and knowledge - Attend other training and development activity where appropriate - Read and seek to understand all relevant communications e.g. policies and procedures, and other written communication - Attendance at staff meetings as required - Ability to handle confidential information with discretion
Actively support the vision, philosophies and values of the Sisters of Mercy and the Charity	<ul style="list-style-type: none"> - Promote the core values of the Sisters and the Charity – Hospitality, Compassion and Respect - Act in a non-discriminatory manner - Maintain confidentiality at all times - Undertake any other duties that are in

	keeping with the values of the Charity that you have the skill/ability to carry out
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Dimensions:

Level of Disclosure: Enhanced

Person Specification**Essential**

- An ability to demonstrate the core values of the Sisters of Mercy and the Charity
- Able to work as part of a team and using own initiative
- Ability to respond to guidance and direction
- Flexibility

Desirable

- Knowledge of Health and Safety / COSHH / Infection Control
- Manual Handling certificate
- Emergency First Aid certificate
- Fire Awareness certificate
- Manual Handling