

**JOB DESCRIPTION****JOB TITLE:** Housekeeper**REPORTS TO:** Manager**DEPARTMENT:** Housing With Care Services**RATE OF PAY:** £14,508 per annum pro rata**DATE:** January 2017**REVIEW DATE:** January 2018**ROLE PURPOSE:** To ensure that the scheme remains clean and tidy so that we can continue to provide tenants and members of the public with high levels of service.

Key Area	Key Activities
<b><u>Housekeeping</u></b>	<ul style="list-style-type: none"> <li>• To ensure that the scheme is clean and tidy at all times in accordance with the standards of the Association.</li> <li>• To clean and tidy all communal areas, including the entrance hall, foyer, corridors and stairwells.</li> <li>• To clean and tidy all common rooms, including communal living room, kitchen, library, quiet room, hairdressing room, hobbies room, laundry room and bin store.</li> <li>• To clean and tidy communal toilet and shower areas.</li> <li>• To maintain the guest room and launder bedlinen for the room.</li> </ul>
<b><u>Health and Safety and Risk Management</u></b>	<ul style="list-style-type: none"> <li>• To ensure and maintain the health and safety of all persons whilst undertaking duties.</li> <li>• To liaise with the Manager when equipment requires maintenance.</li> </ul>
<b><u>Self-Development</u></b>	<ul style="list-style-type: none"> <li>• To attend any training and development activities deemed necessary by the Association.</li> </ul>
<b><u>Miscellaneous</u></b>	<ul style="list-style-type: none"> <li>• To adhere to policies, procedures, guidelines as directed by Apex Housing.</li> <li>• To undertake any other duties which may be deemed necessary by the Chief Executive.</li> <li>• Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work</li> </ul>