
Housekeeping assistant

Role profile

Job title:	Housekeeping assistant
Department:	Facilities Management
Reports to:	Team leader
Location:	Varied throughout Evolve

Overall Aim

- › To deliver consistently high quality cleaning and housekeeping duties across the Evolve Housing + Support portfolio of properties.
- › To provide a welcoming, safe and clean environment for customers staff and visitors.
- › The provision of an effective and responsive cleaning service to accommodation based and customer facing schemes throughout Evolve
- › Responsible for reporting Health and Safety concerns within the scope of the role
- › Responsible for ensuring the role is carried out with due regard to Health and Safety

Job Description

- › To carry out all duties outlined in the cleaning & housekeeping specification for each building, including:
 - › Removing waste
 - › Comprehensive practical cleaning of communal, circulation and office spaces
 - › Replenishing consumables
 - › Deep cleaning of void rooms
- › To prepare vacated rooms for re-letting including removing customer belongings and store securely in line with organisational policy and local procedures.

- › To report breakages, damages and risks to health & Safety to your supervisor/manager.
- › To use only provided equipment and personal protective equipment
- › To use equipment, including cleaning materials safely and in accordance to COSHH assessment guidelines and recommendations.
- › To order cleaning supplies when needed.
- › To abide by and ensure health & safety procedures are followed.
- › To attend staff meeting, supervision and training as required.
- › To follow all other organisational policies and procedures.
- › To carry out other reasonable duties required within the scope of your role as requested by your manager or the Facilities Manager.

General

- › To act in accordance with the aims of Evolve Housing + Support and promote and implement Evolve 's Equal Opportunities Policy, Code of Conduct and all other policies adopted by the Board.
- › To attend all training as required.
- › To work at other locations as and when required.
- › This job description provides an indication of the roles and responsibilities for the post of Housekeeping Assistant, but should not be construed as an exhaustive list of the duties that the post holder may be asked to undertake.
- › Evolve reserves the right to amend this role profile as necessary, after consultation with the post holder, to reflect changes in or to the role.

Additional requirements:

- › To act in accordance with the aims of Evolve Housing + Support and implement Evolve 's equality and Diversity Policy and other policies adopted by the Board .
- › To work flexibly including evening or weekends where required.
- › Any other duties within the scope of the post as directed by the Area Manager or other senior staff.

Role Experience, Knowledge and Skills Profile

Cleaning and House keeping

Experience	› Some experience of working in a cleaning / housekeeping role
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Knowledge	› A reasonable standard of numeracy, literacy and IT skills. › An understanding of and commitment to Diversity & Equality
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Skills	› The ability to show empathy to disadvantaged groups › Good communication skills both orally, written and electronic › The ability to work as part of a team › The ability to maintain a good standard of written records › The ability to work changing shift patterns, including evenings and weekends as required › The ability to remain enthusiastic and committed in the role › The ability use initiative
