

POST:	Housekeeper
HOURS:	Up to 20 per week
REPORTING TO:	Housekeeping Coordinator
SALARY:	£13,104.00 (20 hours per week)

JOB PURPOSE

Supporting the Camphill ethos is a key element of the role to ensure that Camphill Blair Drummond maintains its role as a leader in care provision and that the people who live and work in our community can develop in a therapeutic environment.

MAIN DUTIES

Major Tasks

- Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standards
- Emptying litter bins, etc., and removing waste to designated areas
- Cleaning of toilets and bathrooms to the required standard where allocated Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners)
- Cleaning of working surfaces and other furniture as directed
- Clearing up after flooding and/or other emergency cleaning
- Clean and prepare bedrooms for new International Volunteers arrival
- Set up rooms for refreshments on Corporate Volunteering days and engage with volunteers
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined.

QUALIFICATIONS

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Essential

- No formal requirements, however, must have a willingness to complete essential training as deemed necessary for this role, particularly safe use of cleaning equipment and essential Health & Safety training
- Must comply with safety policies and procedures as required (ie when using cleaning chemicals, reporting incidents, etc)
- Knowledge and awareness of the occupational hazards and safety precautions necessary for the safe performance of assigned duties

Desirable

- Familiarity with cleaning equipment
- Past experience of working in a residential or hospitality environment

EXPERIENCE AND SKILLS

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Essential

- To be able to work independently and show initiative
- To be comfortable interacting with residents, day students, employees and volunteers.
- Good knowledge and awareness of health, safety and hygiene standards
- Attention to detail

Desirable

- Previous work experience in this field would be an advantage

PERSONAL ATTRIBUTES

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Essential

- Able to follow procedures and instructions as part of a team
- Positive attitude and committed to delivering high standards
- Flexibility to respond to a range of different work situations
- Ability to work on their own Compassionate & supportive of the aims of a community with particular beliefs, seeking to serve people with additional support needs

This job description is open to the review by the community at any time.