



POST:	Housekeeping Co-Ordinator
HOURS:	Flexible and part time
REPORTING TO:	Office Team Leader
SALARY:	

JOB PURPOSE

Organise, plan and keep up to date a documented workload schedule for all cleaning and associated housekeeping duties for the various locations throughout our community for the team.

As part of a team carry out cleaning and associated housekeeping duties at various locations throughout our community.

As part of a team, contribute to the housekeeping, welfare and support for our International Volunteers during their time living and volunteering in our community.

Assist our Volunteering Team who arrange several Corporate Volunteering Days during the year, with various tasks around hospitality and housekeeping.

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 social environment.

MAIN DUTIES

Major Tasks

- Organise and plan routine housekeeping duties, accommodating any additional requests
- Set aside time for monthly team meetings and follow up on any actions required
- Be responsible for the community's cleaning supplies; distributing, ordering, restocking cupboard and reporting as required
- 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)
- 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

Essential

- Previous experience of leading, organising and planning workload for a team
- 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
- Knowledge and use of Microsoft office

Desirable

- Familiarity with cleaning equipment
- Past experience of working in a residential or hospitality environment
- Previous knowledge of stock control

EXPERIENCE AND SKILLS

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

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 special needs
- Enjoy company of and have an empathy for young people

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