



POST: Housekeeper/Cleaner

Hours: 9 hours per week (over 3 days)

Terms: £15/per hour; pension scheme (5% employer contribution); 25 days holiday pro rata; permanent contract (after probation period)

Reports to: Facilities Manager

MAIN PURPOSE OF JOB

To maintain a high level of cleanliness and order throughout the 5-story building in Kings Cross, London.

MAIN DUTIES AND RESPONSIBILITIES

Cleaning (70%)

1. Working to the cleaning rota, regularly throughout the week ensure the cleanliness of all parts of the building, including drop-in kitchen.
2. Ensure the regular and appropriate disposal of all waste products.
3. Ensure toilets and showers are kept clean and stocked with supplies.
4. Ensure all walls and doors are kept clean, and door handles and cleaned daily.
5. Once a week, or more often if necessary, vacuum throughout the building and empty the vacuum, and mop hard floors.
6. Once a week, empty ashtrays in the back yard and as regularly as necessary ensure the front and back yards are free of rubbish, including the lift area.
7. Once a week, clean the office areas, including desks, shelves, telephones and keyboards.
8. Once a week, clean all fridges including drop-in kitchen area.
9. Once a week, clean the external front and side entrances.
10. On a rotational basis, ensure that carpets, windows and upholstered furniture are cleaned.
11. Occasionally, follow Facilities Manager requests of deep cleaning of certain areas.
12. Once a week clean Sisters' floor and follow their requests of occasional deep cleaning

Housekeeping (10%)

13. Liaise with the Facilities Manager to ensure cleaning supplies remain in stock.
14. Report any damage, breakages, or other repair requirements to the Centre Manager.

Health and Safety (20%)

15. Be aware of and comply with policies and procedures for safe working practices for the women, staff, volunteers and visitors.
16. Adhere to guidelines and regulations of the Environmental Health Department and Food Standards Agency.
17. Ensure familiarity with the emergency procedures of the Charity.

Other information

W@W is a dynamic charity, therefore changes in the core duties and responsibilities of the role may evolve as the organisation develops. These guidelines are not a term or condition of contract.

We expect all staff to abide by W@W's equal opportunities policy and to share our organisational values and behave in a way that reflects these.

THIS POST IS EXEMPT UNDER SECTION 7(ii) (d) OF THE SEX DISCRIMINATION ACT 1975. APPLICATION OPEN TO WOMEN ONLY.

Person Specification

- A. Self-motivating, with initiative and drive.
- B. Open, flexible, friendly and enthusiastic disposition.
- C. Willingness to work flexibly in response to changing organisational requirements.
- D. A thorough understanding of the principles of cleanliness, hygiene and infection control.
- E. A high level of attention to detail.

HOW TO APPLY

Please email info@watw.org.uk (putting 'HOUSEKEEPER' in the subject box) or call Julie Norman on 07535 446951 until 16 August or Agi Grzesik on 07725 182089 from 19 August to express your interest in this position. We will arrange for you to visit the Centre, discuss the position in person and possibly undertake a (paid) trial shift.

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