

Job Description

Job Title: Cleaning and Housekeeping Worker
Responsible To: Services Manager
Location: Ladybrook Community Centre (NG18 5JJ)



Job Purpose:

To provide cleaning and housekeeping services on behalf of Ladybrook Enterprises. Ensuring that high standards of hygiene and cleanliness are maintained throughout the building, facilities and grounds and that visitors, customers and colleagues remain safe.

Responsible for:

- General cleaning of Ladybrook Community Centre including floors, windows and toilets
- Undertaking keyholding duties including opening and securing building as agreed
- Completing health and safety checks of the premises
- Using a variety of machinery to complete cleaning tasks including hoovering, steaming and mopping
- Ensuring all rubbish is removed from the building and disposed of in appropriate external bins
- Setting up rooms for activities and services
- Litter picking of external grounds and safe disposal of rubbish
- Basic repair work to internal fixtures and fittings
- Assisting with occasional painting and decorating tasks
- Ensuring COSHH regulations and risk assessments are followed at all times
- Assisting with community activities and events
- Ensuring work areas are kept clean, tidy and safe and that appropriate regulations are adhered to
- Prioritising own workload to meet deadlines
- Promoting a positive image of Ladybrook Enterprises Ltd to both internal and external customers
- Following all policies and procedures of the organisation at all times
- Communicating effectively with all staff and those using services
- Ensuring confidentiality of information in accordance with GDPR and other relevant legislation
- Taking part in training identified as necessary for the job
- Any other tasks deemed appropriate by line management

Person Specification

Essential criteria:

- Experience of working in a cleaning, caretaking or housekeeping role
- Good verbal communication skills
- Reading and writing skills at a standard that allows you to follow and understand written instructions
- Good attention to detail
- High standard of personal hygiene
- Confidence to deal with people face to face
- Ability to use equipment and materials in a safe manner
- Ability to work on own initiative
- Ability to manage time well and work to get tasks done as requested
- Ability to work as part of a team

Desirable criteria:

- Experience within a commercial cleaning environment
- Experience of keyholding
- Good, clear, handwriting
- An understanding of GDPR and data protection laws
- Experience of using power tools
- Knowledge of COSHH regulations and practical implications of them

Personal qualities

- Punctual and reliable
- Trustworthy
- Commitment to provide a high standard of service
- Ability to follow good practice and work to company policies and procedures at all times
- Good work attitude
- Flexible work ethics to cover duties as needed