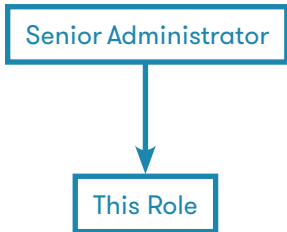


## Housekeeper

| Identifying facts             |   |
|-------------------------------|---|
| Service Sector                | Ancillary   |
| Organisational Relationships: |  <pre> graph TD     SA[Senior Administrator] --&gt; TR[This Role]           </pre> |
| Line Manages:                 | N/A   |
| Qualification Requirement:    | N/A   |

### JOB PURPOSE

- To undertake cleaning in areas as directed by Senior Administrator to ensure the facilities are kept clean and in a hygienic condition.

### MAJOR TASKS

- General Housekeeping Duties
- Laundry duties
- Record keeping
- Requisition for consumables and cleaning sundries
- Health & Safety
- Personal Training and Development

### MAIN ACTIVITIES

#### 1. General Housekeeping Duties

- Daily, weekly, monthly and periodic cleaning of all areas (e.g.: customers' flats, corridors) as described within the service cleaning schedules to be adhered to. Typical activities would include:
- Empty waste bins and remove refuse to designated areas. Replace waste bins liners if required. Damp wipe exterior/ interior surfaces of waste bins as scheduled.
- Dust shelves/ cupboards and all surfaces with a cloth or with a flick mop (for medium height surfaces).

- Change bed linens.
- Wash and disinfect cisterns, flushes and door safety/handles and locks.
- Damp wipe radiators and pipe work, tiled wall surfaces, doors and partitions in toilet areas.
- Clean windows (internal and external) and glazing.
- Check and clean interior of fridges and microwaves and defrost whenever required.
- Spot clean carpeted floor areas to remove spillages.
- Vacuum carpeted area and upholstered furniture.
- Scrub resilient floor surfaces.

## **2. Laundry duties**

- Operating industrial washing machines and tumble dryers to clean and dry items like clothes, bed linen, towels, etc. Typical activities will include.
- Starting washers, tumble dryers and turning valves or levers to regulate machine processes and the volume of soap, detergent, water and other additives.
- Sorting and counting articles removed from dryers, folding, wrapping or hanging them.
- Examining and sorting articles to be cleaned according to colour, fabric, dirt content, etc.
- Pre-soaking, sterilizing, scrubbing, spot-cleaning stained articles using appropriate cleaning agents.

## **3. Record keeping**

- Complete a cleaning work schedule checklist at the end of each shift.
- Checking first aid boxes and replenish standards minimum stock holding levels and report any shortages to Senior Administrator

## **4. Requisition for consumables and cleaning sundries**

- On a weekly basis, check stores/ supplies complete an inventory of stock and submit an order of supplies to Senior Administrator.
- Ensure that all unit stores are adequately stocked to meet service needs.

## **5. Health & Safety issues**

- All H&S issues to be reported to line manager in line with policies & procedures.
- Any appliance identified as a H&S risk to be labelled with appropriate signage and taken out of use.
- Comply with all fire safety policies & procedures inc training etc

## **6. Personal Training and Development**

- To actively participate in all required training and refresher courses as instructed/required. This will include all core requisite courses and H&S, IP&C, Fire training & COSHH.
- This role may also include:
- Control of wastage and environmental compliance (e.g.: sorting different bin bags into appropriate containers.
- To undertake selected duties of Senior Administrator in their absence to maintain the integrity of the standards of cleanliness.

## **7. Applicable for all roles:**

To undertake any other duties related to the responsibilities of the post and which may be delegated by Capability Scotland management.