

Housekeeper

Location: Miles Platting Surestart Children's Centre

Hours: 5 Hours Weekly

Salary: Family Action Grade 1 point 1-5 (£14396 - £16,364 per annum pro rata)

Principal Accountabilities:

1. Empty all the bins, polish and vacuum all areas. Mop all floors that are uncarpeted.
2. Ensure all children's equipment is clean.
3. **Toilets** - Clean sinks and toilets, mop floors. Check toilet rolls and soap, change towels when required.
4. **Kitchen area** - wash all pots, clean the surfaces, clean refrigerator and microwave/cooker once a week. Clean inside the cupboards on request.
5. Monitor temperature of fridges and maintain a record.
6. Polish desks where possible.
7. **Windows** - clean windows/paint work/handrails where necessary.
8. **Washing** – towels and tea cloths as required.
9. Monitor stocks of supplies and re order as necessary
10. Lock up/secure building
11. Maintain external areas ensuring these are free from hazards
12. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being **people** focused
 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do
 - d) Having **mutual respect** for everyone we work with, work for and support through our services
13. To ensure you have an understanding (appropriate to your role) and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.

- 14 To comply with Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
- 15 To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
- 16 To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

Person Specification

1. Must be able to work flexibly within the hours specified.
2. Should preferably have had some previous cleaning experience.
3. Must be able to work as part of the Family Action team.
4. Must be in good general health and good physical fitness.
5. Demonstrated ability to work using own initiative without constant supervision.
6. Must be honest, trustworthy and hold keys to the building.
7. Must be able to respect confidentiality.
8. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being **people** focused
 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do
 - d) Having **mutual respect** for everyone we work with, work for and support through our services