

## Thriving Community Project Job Description Form

### Job Description

Job Title:	Housekeeper
Department/Location:	Housekeeping Services
Reports to:	Managing Director
Responsible for: N/A	
Hours of work:	10-15 hours per week
Salary:	£12.50 - £16.00

#### Summary of Position:

To maintain cleanliness and order in a home or facility, encompassing various tasks like cleaning, laundry, and potentially even managing household supplies.

### Primary Responsibilities

- **Cleaning:** This includes tasks like dusting, vacuuming, mopping, cleaning bathrooms and kitchens, and potentially more specialized cleaning of items like silver, windows or furniture.
- **Tidying:** Keeping rooms organized, decluttering, and maintaining general order.
- **Running Errands:** Depending on the job, this could include grocery shopping, dry cleaning, or other tasks.
- **Meal Preparation:** In some cases, housekeepers may also be responsible for preparing meals.
- **Maintaining Standards:** Ensuring a high standard of cleanliness and hygiene, and adhering to any specific safety or health guidelines
- **Laundry:** Washing, drying, folding, and ironing clothes and linens.
- **Inventory Management:** Keeping track of and ordering cleaning and household supplies
- **Pet Care:** Some housekeepers may be responsible for pet-related tasks like feeding pets.
- **Communication:** Liaising with the employer regarding scheduling, needs, or any issues.

Person Specification		
	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>GCSE or level equivalent in Maths</li> <li>GCSE or level equivalent in English</li> </ul>	<ul style="list-style-type: none"> <li>A Level or level equivalent</li> <li>Eco-friendly homemade product development course/workshop</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Professional housekeeping / cleaning experience</li> <li>Cleaning experience in various types of facilities such as private homes or commercial businesses</li> </ul>	
<b>Qualities and Attitude</b>	<ul style="list-style-type: none"> <li>Use of initiative</li> <li>Supportive team player</li> <li>Reliable and approachable</li> <li>Hardworking</li> <li>Ability to work within tight time frames</li> <li>To participate in the TCP training and Staff Talent Development Programme</li> </ul>	
<b>Product Knowledge</b>	<ul style="list-style-type: none"> <li>Cleaning product knowledge for various surface types (E.g. Wood, chrome, stainless steel, glass)</li> <li>Knowledge of commercial product brands</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Ability to identify the benefits of eco-friendly products</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent cleaning skills</li> <li>Physical stamina</li> <li>Excellent customer care skills</li> <li>Driving license</li> <li>Communication skills</li> <li>Organisation skills</li> </ul>	

### Competencies (see Interview Guidance Notes)

Qualification & Training	Experience
Qualities & Attitude	Product Knowledge
Skills	

### Prepared by

Name:	Nathalie Moutia	Signature:		Date:	21/06/2025
Title and/or Department:	Managing Director				

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.