

VALLEY HOUSE

CLEANER/HOUSEKEEPER

JOB DESCRIPTION

Responsible to:	Maintenance Officer
Responsible for:	N/A
Conditions of service:	20 hours 25 days annual leave per annum (pro-rata) Public holidays (pro-rata) Pension contribution to Valley House group personal pension scheme
Salary:	£9220 per annum (£17,288 FTE)
Location:	Valley House premises and/or properties

Main Purpose of Job:

- To undertake cleaning and housekeeping duties to ensure Valley House premises and properties are welcoming, safe and well-maintained.
- To work as part of the Maintenance team.

Key Tasks and Responsibilities:

- Provide a high standard of cleaning to Valley House premises.
- Ensure a high standard of cleaning and general housekeeping to prepare accommodation units for the arrival of new service users as directed.
- To take measurements, meter readings and perform basic numeric tasks and cash handling calculations.
- Undertake planned preventative maintenance (PPM) including water testing and fire alarm testing.
- Monitor the standards of household equipment, furniture, fixtures and fittings within the properties. Report any required replacements or repairs to the Maintenance Officer.
- Purchase household items as authorised – obtaining receipts and keeping accurate records in accordance with established procedures.
- To hold a company credit card and supplier store cards to make purchases up to agreed limits.
- Maintain inventories for all accommodation units.
- General cleaning/housekeeping to the communal areas within Valley House properties.
- Assisting in allowing access to properties by landlords and contractors.
- Adhere to the safety and security requirements for opening and closing of premises.
- Contribute towards Health and Safety requirements and pursue any subsequent action as directed.
- Maintain logs and records as required.
- To work unsupervised in Valley House premises and properties, taking account of the responsibilities of working in a vulnerable service user's home and lone working procedures.
- Identify potential safeguarding issues and report immediately to a senior member of staff.

Corporate Responsibilities:

- Adhere to all Valley House policies.
- Ensure the effective implementation of Valley House Equality and Diversity policies.
- Ensure the service user is at the heart of all service delivery and development.
- Attend all meetings and training relevant to your role.
- Act as an ambassador for Valley House.
- To carry out other duties appropriate to the post as requested by your line manager or other manager or Board member.

1. **Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail**
2. **Workers should not refuse to undertake any work, which is not specified in this Job Description, but they should record any additional duties they perform and these will be taken into account when the post is reviewed.**
3. **Valley House is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to services.**
4. **Valley House is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.**
5. **All posts at Valley House are subject to continued funding.**
6. **This job description may be subject to change by agreement from time to time to reflect the changing needs of Valley House and its funders.**

PERSON SPECIFICATION

QUALIFICATIONS / EXPERIENCE
Experience of cleaning and housekeeping of properties and office spaces, to a high standard.
Experience of health and safety requirements regarding cleaning materials, including storage.
KNOWLEDGE AND UNDERSTANDING
Understanding of the needs of Valley House service user group.
Ability to maintain professional working relationships.
Understanding of safeguarding and confidentiality.
Knowledge of issues relating to Health and Safety.
SKILLS AND ABILITIES
Be flexible and use initiative when dealing with situations.
Good communication skills, both written and verbal.
Have a positive attitude and be able to work as part of a team and on your own.
ADDITIONAL REQUIREMENTS
A current and valid driving licence to use own vehicle (desirable but not essential)