**Job Description**

Job title: **Housekeeper**

Reports to: **Housekeeping Team Leader, Operations Manager**

**General statement**

It is a fundamental principle of Hebron Hall that all staff must be in sympathy with the Christian aims and ethos of the Centre and be prepared to be fully involved in its life.

Hebron Hall is committed to diversity amongst its employees. We believe that defining our ethical and spiritual aims does not restrict, but enhances our commitment to diversity.

Owing to the nature of this position, any offer of employment will be subject to a satisfactory disclosure report from the Disclosure and Barring Service (DBS).

**Purpose of position**

Our Housekeeping Team is responsible for the cleaning, sanitizing and domestic duties within our conference centre and care home. This is to ensure that the needs of the Charity, our staff, residents and guests are met.

**Responsibilities**

As a Housekeeper, you will be:

* Cleaning and arranging guests/ residents’ rooms including making beds
* Washing dirty bedding, clothing and linen
* Stocking and maintaining an inventory of housekeeping supplies
* Dusting furniture or fixtures and polishing them
* Scrubbing and sanitising showers, bathtubs, toilets, countertops and sinks
* Vacuuming and cleaning carpets, doormats and rugs
* Reporting breakages, damages and safety issues for repairs
* Assist with serving meals and drinks to residents
* Work alongside the catering team to clean kitchen and equipment

In addition to the duties and responsibilities listed, there will be a requirement to perform other duties assigned by line managers from time to time.

**Key skills**

* Ability to multitask a varied workload and be reactive
* The ability to build good working relationships with staff, residents and guests
* Highly organised and dedicated, a real team player
* Attention to deal and motivate to reach high standards

**Remuneration package**

Salary: Salary is paid monthly at £10.45 per hour.

Working hours: 16-26 hours week to include evening and weekend, depending on contract

Pension: 5% employee contribution, 7.5% employer contribution

Life assurance: Death in Service benefit equivalent to 2 years’ salary

Holiday entitlement: 28 days per annum including public holidays

Additional benefits: Free use of on-site swimming pool, and leisure facilities

Free on-site parking