

LIDAS

JOB DESCRIPTION

Job title	Housekeeper
Based at	Lincoln Refuge & Lincoln Women's Centre
Accountable to	Manager & Project Managers
Hours	16 Hours per week - some flexibility may be required.
Salary	£6.08 per hour
Annual leave	Staff members are entitled to 7 weeks paid leave per annum, including Bank and Public Holidays. Part time staff entitlements are pro-rotta those of full time staff.

JOB PURPOSE

- *To undertake cleaning and housekeeping duties at Lincoln Refuge and Lincoln Women's Centre, ensuring that the premises are clean and tidy and high standards of health and safety and hygiene are maintained.*
- *To foster relationships with partner agencies to enhance and develop both residential and community based services delivered by LIDAS*

Specific Responsibilities – Refuge

1. Vacuum and clean the communal and public areas of the Refuge including the kitchens.
2. Clean the windows and glass doors.
3. Empty the dustbins.
4. Clean the staff bedroom and kitchen.
5. Clean the Refuge, Child Support and Outreach Offices.
6. Responsible for the organisation of the linen cupboard.
7. Wash down walls periodically.
8. Clean paintwork (skirting boards, doors etc.) – monthly.
9. Ensure a supply of cleaning equipment and toilet rolls in the staff and public bathrooms is maintained.
10. When a unit is vacated ensure it is cleaned, equipped and made ready for a new resident as soon as possible.
11. Assist any residents that are not able to manage on their own (either through age or disability) with the cleaning of their unit and the changing of their bedding. This will only be agreed with Manager or Project Manager
12. Assist residents with basic life skills where necessary. This will only be agreed with Manager or Project Manager

13. Stock take regularly and buy cleaning equipment, light bulbs, toilets rolls, tea, coffee etc.
14. Clean hard to reach areas; light fittings, tops of cupboards etc – monthly
15. Sort through donations and store them appropriately ensuring that the Manager or Deputy Manager is made aware of shortages / excesses
16. Assist workers in maintaining outside areas and health and safety checks
17. Any reasonable duties as directed by the Manager or Project Manager.
18. To work flexibly within agreed working patterns.

Specific Responsibilities – Centre

19. Clean all offices and communal areas to a high standard, including hard to reach areas.
20. Ensure towels and tea-towels are laundered
21. Empty the dustbins.
22. Stock take regularly and buy cleaning equipment, light bulbs, toilets rolls, tea, coffee etc.
23. Ensure a supply of cleaning equipment and toilet rolls in the staff and public bathrooms is maintained.
24. Clean LIDAS section of shared hallway and stairs.
25. Assist workers in maintaining health safety.
26. Any reasonable duties as directed by the Manager or Project Manager.