

## JOB DESCRIPTION

<b>Job Title:</b>	House Keeper
<b>Sponsor:</b>	Carmichael Centre for Voluntary Groups
<b>Sub-sponsor:</b>	Carmichael Centre * 3
<b>Location:</b>	Carmichael House & Coleraine House
<b>Hours of Work:</b>	19.5 hours per week
<b>Reports to:</b>	For CE matters - Marie Lynch, Supervisor
<b>Job Purpose:</b>	To provide quality housekeeping services in the Carmichael Centre for Voluntary Groups. <b>MUST BE ELIGIBLE FOR COMMUNITY EMPLOYMENT</b>
<b>Key Responsibilities:</b>	<p><b><u>DAILY CLEANING</u></b></p> <p><b>Reception Area</b></p> <ul style="list-style-type: none"> <li>• Empty bins and replace liners. Wash as needed.</li> <li>• Hoover mat and floor</li> <li>• Wash floor with disinfectant</li> <li>• Dust / polish all horizontal surfaces of reception desk, chairs, table and leaflet holders</li> <li>• Remove cobwebs from front entry and immediate surrounding areas</li> <li>• Remove fingerprints and marks from around light switches</li> <li>• Clean automatic glass doors inside and out</li> <li>• Polish all brass and bright work on doors and cabinets</li> <li>• Spot clean walls and painted surface as needed</li> <li>• Ensure area is clean &amp; arranged neatly</li> <li>• Clean radiators when needed</li> </ul> <p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• Stock toilet tissue and hand soap</li> <li>• Empty bins and wipe if needed and replace bin liners as required</li> <li>• Clean and polish mirrors</li> <li>• Wipe hand towel dispensers/hand dryers</li> <li>• Wipe down doors and sills – remove all dust and prints</li> <li>• Clean and sanitize all basins.</li> <li>• Polish all bright work</li> <li>• Dust partitions, tops of mirrors and frames</li> <li>• Remove splash marks from walls and partitions around basins</li> <li>• Mop bathroom floors with disinfectant</li> <li>• Toilets to be cleaned and disinfected on both sides and disinfected/sanitized and wiped dry</li> <li>• Clean skirtings</li> <li>• Clean window ledges</li> <li>• Wash floor with appropriate product – ensure appropriate signage used at all times</li> </ul>

# Carmichael.

	<b>Other Duties:</b> <ul style="list-style-type: none"><li>• Report any maintenance/ Health &amp; Safety issues to the Facilities Officer or Supervisor on duty.</li><li>• To assist the Facilities Officer with spring cleaning projects</li><li>• Compliance with the Centre's recycling policy</li><li>• Any other duties that may be required from time to time including the preparation of tea / coffee for any meetings that commence on or before 10.00am.</li></ul>
<b>Skills:</b>	<ul style="list-style-type: none"><li>• Flexible and reliable</li><li>• Able to work on own initiative and as part of the team</li><li>• Willing to do a variety of tasks</li><li>• Willing to undertake training</li></ul>
<b>Apply:</b>	<b>PLEASE CONTACT YOUR LOCAL INTREO OFFICE</b>

**Carmichael is an Equal Opportunities employer.**