

Role Description

Role Title	Cleaner
Role Holder	
Reports to	Jan Kaye, Housekeeper
Working relationships	Alongside other cleaners and taking instruction from the Housekeeper or her delegated person
Location	Sheldon, Sheldon Lane, Doddiscombsleigh, EX6 7YT

Overall purpose of role:

To support the Housekeeper in ensuring that Sheldon accommodation is cleaned and maintained to a high standard so guests can be well cared for in an environment that has been set up accurately to meet their needs.

Main Activities:

- Cleaning bedrooms, bathrooms, meeting rooms and kitchens using tools and products provided including vacuum cleaners, mops, cloths and appropriate cleaning materials
- Making beds, moving and turning mattresses, carrying, drying and folding laundry
- Emptying and sometimes sorting waste bins
- Correctly setting up accommodation (rooming, bedding, furniture, cupboard stores, equipment and food) according to written instructions
- Vigilance for and prompt reporting of any damage, shortage or hazards for guests or other staff

Person Description:

- Conscientious, thorough and able to work to a deadline
- Collaborates well with colleagues but able to undertake tasks alone
- Follows written and verbal instructions accurately
- Receptive to training and willing to ask when unclear
- Protects the privacy of guests in residence
- Exercises courtesy to guests and colleagues alike

Working arrangements:

- Cleaning sessions are rostered in response to Sheldon bookings and changeovers
- About 60% are standard times (Friday and Monday mornings) and the rest are at weekends (usually Sunday afternoon) and midweek changeovers, including during school holiday times.
- Most sessions are 2 - 4 hours long and are scheduled 1 – 3 months in advance but additional sessions may be offered at short notice in response to bookings
- Members of the cleaning team share equitably the sessions that are convenient and any sessions at less social hours (eg Sundays)
- The contract is zero hours, but willing to guarantee to offer a minimum number of hours. Once you accept a session you are expected to be committed to attend.
- Decent hourly rate of pay, plus paid coffee breaks and 5.6 weeks per year paid holiday. Free parking.