

Job Title:	Housekeeping Assistant
Place of work:	Columban Mission Office, St. Columban's, Widney Manor Road, Solihull B93 9AB
Reporting to:	House Manager - Solihull
Contract:	Permanent
Days/Hours:	Part time: 13 hours per week to be worked over 4 days. 9:00am-12:00pm - Mondays Tuesdays, & Wednesdays. 9:00am-1:00pm - Fridays.
Salary:	£10 per hour

### **Job purpose**

Working as a member of the Housekeeping Team, under the supervision of the Housekeeper and the House Manager. You will perform a range of housekeeping duties for the residents of the main house and retirement wing at Saint Columban's House in Solihull.

We are looking for a reliable and a hardworking individual with some experience of some domestic housekeeping work to join our small housekeeping team, which is responsible for ensuring that Saint Columban House is a clean and pleasant environment in which to live for residents and guests.

### **Main Tasks and Responsibilities**

Under the guidance and supervision of the Housekeeper and the House Manager, the Housekeeping Assistant will be responsible for the following duties:

1. Laundry duties and servicing of the bedrooms and communal areas in both the retirement wing and in the main house, including the ballroom. These duties will be allocated by the Housekeeper or, in her absence, by the House Manager.
2. Cooking lunch on Wednesdays/Fridays and on other days to assist with preparation of food in the kitchen for residents and guests as well as occasional small or large groups. This may also entail the preparation and cleaning/tidying of the dining room and/or conference hall before and after meals.

In the course of performing these tasks, the Housekeeping Assistant will be expected to:

- Demonstrate flexibility when requested to work extra hours on special occasions.
- Use the cleaning equipment provided such as vacuums, mops, and other cleaning tools.
- Monitor cleaning supplies and report shortage to the Housekeeper.
- Report any necessary repairs or replacements of furniture, fixtures, and equipment, to the Housekeeper.

## Person Specification

Criteria	Essential	Desirable
Qualifications/training	<ul style="list-style-type: none"> <li>• General good standard of literacy &amp; numeracy.</li> <li>• A minimum of NVQ level I or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Training relevant to the role's main duties and responsibilities.</li> </ul>
Skills/competencies	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> <li>• Accuracy and diligence.</li> <li>• Ability to follow policies and procedures.</li> <li>• Ability to manage tasks efficiently and effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and ability of operating various cleaning and kitchen equipment.</li> </ul>
Previous experience	<ul style="list-style-type: none"> <li>• A minimum of 1-2 years of experience in working within a similar environment.</li> </ul>	
Special aptitudes	<ul style="list-style-type: none"> <li>• Capable of working independently and collaboratively as part of a team.</li> <li>• Maintaining poise under pressure.</li> <li>• The ability to prioritise tasks and meeting deadlines.</li> <li>• The ability to demonstrate flexibility, integrity, and approachability.</li> <li>• A self-motivated individual who has the ability to take initiatives.</li> </ul>	

**Deadline for applications – Midnight on Friday 28<sup>th</sup> January 2022.**