

Job Summary

We are seeking a highly skilled, diligent housekeeper who takes pride in their work to clean and maintain three homeless hostels in Burgess Hill and Haywards Heath. Applicants should have previous experience of housekeeping and work to a high standard.

Responsible to:

- Operational Manager

Significant Working Relationships:

- Operational Manager
- Mid Sussex Supported Housing team
- Residents in the properties

Duties / Responsibilities

1. Ensuring that the environment is clean, welcoming and comfortable for residents.
2. Keeping a stock inventory.
3. General upkeep of communal areas.
4. Getting void rooms ready for relet.
5. To be sensitive to the privacy and individual needs of the residents.
6. To comply with COSHH regulations.
7. To adhere to infection control policies at all times.
8. To ensure the correct use of PPE.
9. To report any maintenance issues.
10. Provide advice and guidance to clients around cleaning skills so they can learn how to keep their accommodation hygienic.

It is the duty and responsibility of each employee to familiarise and comply with, Brighton Housing Trust's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.

Adherence to and ensure compliance with BHT's Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT values of 'Inspiring Change'; 'Delivering Excellence'; 'Empowering People'; 'Being Accountable' and 'Collaboration'.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time".

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.