

Role Description

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| Role Title | Cleaner |
| Role Holder | |
| Reports to | The 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.