Housekeeping Assistant

Papdale Halls of Residence

At a glance:
Grade: B
Salary: As per advert
Allowances:

- Distant Islands Allowance

Job Purpose:
Your work will include assisting with the daily and routine cleaning tasks across Papdale Halls of Residence.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Undertake daily and routine cleaning across Papdale Halls of Residence accommodation and recreational areas, including residents' bedrooms, corridors, dining room and breakout spaces.
Set up and clear down the dining area, tables and chairs and serving points.
Set out and clear up non-cooked breakfast foods.
Clean and restock coffee bars and monitor fridge temperatures.
Wash dishes and clear up dining area and equipment where necessary.
Assist with laundry duties.
Ensure appropriate stock of cleaning equipment and materials are available, including requisitioning of any required from the Janitor.
Report any damage to property/equipment and any faulty equipment.
Observe Health and Safety procedures applicable to the kitchen and dining areas.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Experience of cleaning/working in a similar role.
Experience of using basic electrical equipment such as hoover, washing machine and tumble dryer.
General knowledge of cleaning schedules and the importance of hygiene.
General awareness of Health and Safety practises.
Knowledge of how to safely use and store cleaning chemicals and/or COSHH regulations.
Elementary Food Hygiene Certificate, or willingness to achieve this within a 6-month period
Good general standard of education, including literacy and numeracy

Requirements of the Role

Disclosure/PVG:	PVG Children	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No