JOB DESCRIPTION - NEIGHBOURHOOD SERVICES

IDENTIFICATION

Post Title:	Sheltered Housing Auxiliary	Post Ref:	
Section:		Grade:	2
Responsible to:	Senior Sheltered Housing Warden		
Responsible for:			

JOB PURPOSE

To provide general support to tenants and maintaining the cleanliness of designated areas to ensure that they are kept in a clean and hygienic condition.

PRINCIPAL WORKING CONTACTS

Sheltered Housing Warden

Senior Sheltered Housing Warden

District Housing Officer

Sheltered Housing Supervisor

MAIN DUTIES

Notifying Senior Sheltered Housing Wardens/Sheltered Housing Wardens of any problems.

Advising on facilities.

Assisting with setting out and cleaning of equipment and furnishings for activities carried out in the complex.

Cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of designated areas (which may include toilet and associated facilities) and fixtures and fittings, all to a frequency determined by Management.

Using where necessary the appropriate powered equipment and approved cleaning agents.

Key holder responsibilities on a shared basis for communal areas.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Sheltered Housing Auxiliary

DIVISION/DEPARTMENT SECTION: Neighbourhood Services - Housing Services Unit

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	General Secondary Education.		Application form
RELEVANT WORK/OTHER EXPERIENCE	No experience necessary as full training will be given.	Previous experience in cleaning. Experience of social care. Experience working in Sheltered Service/ Residential setting.	Application form
PARTICULAR SKILLS/ABILITIES	Able to work with minimum supervision.		Interview, references
PERSONAL QUALITIES	Friendly approach Reliable Flexible.	Awareness of issues affecting older people. Disability awareness.	Interview and references
ANY ADDITIONAL JOB RELATED REQUIREMENTS			