



JOB DESCRIPTION	
JOB TITLE: Housekeeper	REPORTS TO: Manager
DEPARTMENT: Housing With Care Services	
DATE: May 2023	REVIEW DATE: May 2024
ROLE PURPOSE: To ensure that the scheme remains clean and tidy so that we can continue to provide tenants and members of the public with high levels of service.	
Key Area	Key Activities
<u>Housekeeping</u>	<ul style="list-style-type: none">• To ensure that the scheme is clean and tidy at all times in accordance with the standards of the Association.• To clean and tidy all communal areas, including the entrance hall, foyer, and corridors.• To clean and tidy all common rooms, including communal living room, kitchen/ dining room staff quarters, communal bathrooms, bedrooms and laundry room.• Maintain a daily stock control record• Keep cleaning store clean and tidy.• To clean and tidy communal toilet and shower areas and ensembles.
<u>Health and Safety and Risk Management</u>	<ul style="list-style-type: none">• To ensure and maintain the health and safety of all persons whilst undertaking duties.• To liaise with the Manager when equipment requires maintenance.
<u>Self-Development</u>	<ul style="list-style-type: none">• To attend any training and development activities deemed necessary by the Association.
<u>Miscellaneous</u>	<ul style="list-style-type: none">• To adhere to policies, procedures, guidelines as directed by Apex Housing.• To undertake any other duties which may be deemed necessary by the Chief Executive.• Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work