**Job Description for Housekeeping Assistant**

We are looking for a Housekeeping Assistant to look after the Cambridgeshire LGBTQ+ Centre and to ensure it is kept to a high standard of cleanliness. The role is responsible for cleaning and for supporting the smooth delivery of activities at the centre.

The role also supports the Operations Manager to ensure the centre is well maintained and safe for service users, staff and volunteers.

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| You are responsible to: | Operations Manager |
| You are responsible for: | N/A |
| Your salary is: | £11.03 per hour |
| Your holiday entitlement is: | 25 days pa plus statutory holidays (pro rata) – to be paid as holiday pay on a monthly basis |
| Location | Cambridgeshire LGBTQ+ Centre, 70 Market Street, Ely, CB7 4LS |

**Purpose of Your Role**

We are looking for a Housekeeping Assistant to look after the Cambridgeshire LGBTQ+ Centre and to ensure it is kept to a high standard of cleanliness. The role is responsible for cleaning and for supporting the smooth delivery of activities at the centre.

The role also supports the Operations Manager to ensure the centre is well maintained and safe for service users, staff and volunteers. This role is offered on a sessional basis with an initial anticipated requirement of 3 hours per fortnight and additional hours as needed to support redecoration projects.

**Main Duties**

* Ensure the centre is clean, cared for, well maintained, and presented to a high standard for all users.
* Ensure rubbish and recycling bins are put out for fortnightly collections.
* Inform the Operations Manager of any maintenance or Health & Safety issues relating to the centre.
* Assist in the daily security and safety of the site, ensuring that all doors, windows and gates are secure on departure from the centre.
* Support with decoration and light maintenance tasks as instructed.
* Carry out other tasks reasonably requested, in accordance with the post holder’s skills and qualifications.
* The post-holder will be expected to work in accordance with The Kite Trust’s Equality, Diversity and Inclusion Policy, Health and Safety Policy and may be required to have a DBS check.
* In the event of an emergency out of hours, contact the appropriate emergency service, Operations Manager or Chief Executive as appropriate.

**Professional Development**

* Participate in regular supervision with the Operations Manager.

**Other Duties and Requirement of the Job**

* From time to time, you may be expected to undertake other duties to support the smooth running of The Kite Trust.

**Housekeeping Assistant - Person Specification**

Skills and Experience:

* Good attention to detail and high standards of cleanliness
* Experience of cleaning and maintenance tasks
* Willingness to work evenings, and weekends as required
* Flexible, enthusiastic approach
* An understanding and empathy with the aims of The Kite Trust and a desire to support LGBTQ+ young people
* An understanding and commitment to Health and Safety in the Workplace