

Job Description and Person Specification

Job Title:	Housekeeper
Hours of work:	TBC
Salary:	Scottish Living Wage, currently £10.10
Location:	Waverley Care Milestone, Edinburgh
Reports to:	Facilities Manager

About Waverley Care

At Waverley Care, we take a positive approach to HIV, Hepatitis C and Sexual Health. We work closely with communities, starting conversations about these issues, encouraging people to access testing and empowering them to make choices that improve their health and wellbeing.

We're also here for people living with HIV or hepatitis C, working with them to understand their needs and offering practical support that helps them to live well.

Everything we do is guided by the experiences of the people we work with. By sharing these experiences, along with information people can trust, we want to challenge the stigma associated with HIV, hepatitis C and sexual health, and address the broader inequalities that our communities face.

About the post

To work as part of a team providing housekeeping services to the Milestone Intermediate Care Unit and the Penumbra Alcohol Related Brain Damage units at Waverley Care Milestone. This post will support the current housekeeping team and provide cover for annual leave and take part in a seven-day rota.

About the person

We're looking for someone who is passionate about making sure the daily environment in the unit assists in improving the health and wellbeing of our residents during their stay at Waverley Care Milestone. They must have demonstrable experience of working with vulnerable groups, with excellent interpersonal skills and the ability to develop positive relationships with a range of service users and stakeholders.

Main duties and responsibilities:

1. Cleaning all public areas, including toilets
2. Cleaning of common areas in residential units, including corridors and lounge areas
3. Daily cleaning of residents' rooms
4. Deep cleaning of residents' rooms on discharge
5. Regular cleaning of staff offices
6. Regular window cleaning throughout the unit
7. Safe disposal of clinical and household waste
8. Monitoring and assisting in the ordering of cleaning supplies

9. Monitoring laundry collection and linen stock for the unit
10. Adhering to COSHH risk assessments, cleaning standards and other health and safety requirements and regulations
11. Following of service standards and monthly and weekly task rotas
12. Adhere to Waverley Care practices and policies
13. Other duties from time to time as directed by the line manager

Person Specification

Skills and Experience	
Essential	Desirable
Ability to maintain a clean, healthy and safe environment	
Ability to order and to utilise cleaning materials in accordance with legislation and health and safety regulations.	
Ability to prioritise tasks and work with minimal supervision	
Possess a level of physical fitness which allows for heavy domestic cleaning	
Available to work weekends	
Values and Behaviours	
Essential	Desirable
An ability to value and respect people and work with diversity	
Commitment to Waverley Care's practices and policies	
Prepared to use training and development opportunities	