

JOB DESCRIPTION

Job Title: Housekeeper

Date of Analysis: August 2025

Location: Salesian House, Chertsey

Reports to: Rector

Other regular relationships:

Cook/s

Bookkeeper

Salesian Community

Visitors

Suppliers and contractors

Responsible for:

N/A

Overall Purpose of Job:

To provide high standards of cleanliness and hygiene throughout the community house so that it is a welcoming and pleasant home.

To work effectively as part of a team to ensure that all the residents needs are met in a timely manner and that the house meets the highest standards of hospitality and cleanliness at all times.

To be supportive of the purpose and Mission of the Charity and to work within the spirit of the Salesian ethos.

Key Responsibilities:

1. Housekeeping

- To undertake cleaning schedules as instructed by the Rector incorporating schedules for regular deep cleaning.
- To undertake the cleaning of all designated areas, fixtures and fittings, including washing, sweeping, vacuuming, emptying bins, polishing, dusting, etc.
- To assist with laundering and ironing including bedding, linen, towels, curtains, community members' personal laundry, etc.
- To continuously monitor and ensure that all aspects of the accommodation meet health and safety regulations and are kept clean and fit for purpose.
- To report damaged property, maintenance needs and potential hazardous situations, in particular those which may contravene the current Health and Safety Regulations to the Rector immediately.
- Provide hospitality services to residents and visitors, serving refreshments, snacks and beverages as required.
- Maintain a high standard of hygiene within the home and adhere to COSHH guidelines.

2. Team Support

- Work flexibly to meet the needs of the community and assist with the provision of absence cover where possible.
- Monitor the use of supplies, equipment and resources on a regular basis reporting deficiencies to the Rector in a timely manner.
- Work in an anticipatory manner, ensuring the smooth running of the house.

- Work within the spirit of the Salesian ethos to ensure that the atmosphere in the house is friendly and welcoming.

4. General

- Maintain confidentiality at all times and act in accordance with Data Protection requirements.
- Ensure compliance with the Province's policies and procedures relating to safeguarding, health, safety, welfare and security, food hygiene, environment, confidentiality and data protection, reporting any concerns to the appropriate person immediately.
- Communicate effectively with other workers, the Salesian community, agencies, guests, suppliers and contractors.
- Answer the door and telephone as needed in a welcoming and attentive manner and pass on messages promptly.
- Participate in meetings, functions, training, professional development and other activities as required.
- Work flexibly in response to the changing needs of the local Salesian Community.
- Undertake such other duties, commensurate with your post as may reasonably be required by your line manager.
- Work within the spirit of the Salesian ethos at all times.

This is a description of the job as it is at present and is current at date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process is conducted jointly with the Line Manager. Employees are expected to participate fully in the review and, following discussion to update the job description as is considered necessary or desirable. It is the Charity's aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on reasonable changes after consultation with the employee/s.