



Beamsley Project

JOB DESCRIPTION

Beamsley Team Member

Overview of duties

As part of our team, you will be jointly responsible for making sure the Project and grounds are kept clean, safe and well-presented ensuring that the Project is ready on time for our guests' arrival.

Responsible to: The Manager

Essential Requirements: Be available to work Mondays & Fridays including school holidays. Have your own transport.

Rate of pay: £10 per hour

Minimum hours: 4 hours each Monday & Friday

Main responsibilities

TASKS:

- Clean all rooms in both the Centre and Cottage maintaining our high level of cleanliness set out by the Manager. This includes the exterior of the building and gardens.
- Make beds following the safety and hygiene policies as communicated by the Manager.
- Carry out additional cleaning tasks as set out in the monthly cleaning plan and given by the Manager.
- Complete any general maintenance required.
- Complete extra floor cleaning using Rotawash machine.
- At the end of each day, you will be responsible for re-stocking and cleaning each of the cleaning trollies ready for the next change over.
- Ensure all lost property is correctly logged daily and or returned to the guest making sure the correct postage is paid by the guest. Monthly rotate the lost property boxes and dispose of any lost property over 3 months old either to charity or recycled.
- Complete safety checks on all hoists and lifting equipment.
- You may be required to complete weekly, monthly and annual Health & Safety checks as instructed by the Manager.
- Defects to be reported to Manager.
- Monthly maintain organisation of all toys and books in Langbar Hall. Remove and recycle any that are broken or missing parts on a regular basis
- Monthly ensure that the brochures including restaurant menus displayed in Langbar Hall are tidy, up to date and valid for our guests – i.e., wheelchair accessible.
- Maintain records of new equipment and store user manuals etc in correct files.

Customer Relations

- Be polite and courteous to guests at all times. Customer satisfaction should be a priority.
- Respect guest's privacy for example no access to the centre when occupied
- Guests' details must be kept confidential
- Take part in appropriate training that may be organised from time to time.

Professional Conduct

- Follow appropriate procedures that are described in the Staff Handbook and that will be reviewed from time to time.
- You may as an employee have access or be entrusted with information that is confidential. You shall not at any time during or after the end of your employment disclose to any person, or make use of, such confidential information.
- Ensure you are wearing the correct uniform as defined in the staff handbook.
- It is your responsibility to sign in and out at the time each shift.