



# Cumberland Council

## Post Specification

<b>Date</b>	<b>January 2023</b>
<b>PG Number</b>	<b>1122</b>
<b>Post Title</b>	<b>Housekeeping Assistant</b>
<b>Job Family</b>	<b>Operations</b>
<b>Job Family Role Profile</b>	<b>OP3</b>
<b>Final Grade</b>	<b>Grade 4 (inc JWC's)</b>

To be read in conjunction with the job family role profile

<b>Service Area description</b>	
Cumbria Outdoors	
<b>Purpose of this post</b>	
To assist in the organisation & the delivery of a high quality, cost effective and efficient housekeeping (catering & cleaning) service in line with Cumbria County Council and Cumbria Outdoors standards and handbook.	
<b>Key job specific accountabilities</b>	
<ol style="list-style-type: none"><li>1. Together with the Housekeeping Co-ordinator and other Housekeepers, deliver the planned catering and cleaning service, including basic maintenance in line with specified quality standards across all Cumbria Outdoors sites</li><li>2. Ensure that the housekeeping services provided meet all legislative requirements including health, safety &amp; hygiene standards.</li><li>3. Ensure that customer feedback is sought and that information gathered is used to inform the continual improvement of service.</li><li>4. Cumbria Outdoors operates 7 days a week, therefore the post holder will be required to work at weekends and public holidays to meet service requirements.</li></ol>	
<b>Please note annual targets will be discussed during the appraisal process</b>	
<b>Key facts and figures of the post</b>	
<b>Budget Responsibilities</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Kitchen equipment, machinery.</li><li>• Cleaning materials, equipment washing machines and tumble dryers.</li><li>• Public areas and bedrooms all sites.</li><li>• Buildings and assets including locking up and security all sites.</li></ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"><li>• Basic Food Hygiene Certificate or prepared to obtain.</li><li>• Understanding of need for customer care</li><li>• Understanding of the importance of cleanliness hygiene &amp; security</li><li>• Knowledge of setting and maintaining quality standards.</li><li>• Nutritional special/specific dietary requirements knowledge.</li><li>• Cooking/nutritional knowledge.</li></ul>	

- Awareness of the importance of working within a budget and controlling the use of resources e.g. adapting and reacting.
- Experience in housekeeping and catering services.
- Previous experience of team working & working alone.
- Previous experience of managing own time.
- Nutritional special/specific dietary requirements experience.
- Literate & numerate.
- Sound personal organisational skills.
- Ability to manage working time effectively and efficiently.
- Ability & willingness to work across all centres to meet the needs of the specification.
- Ability to identify jobs that need done.
- Sets high standards of presentation, cleanliness and tidiness.
- Ability to promote and participate in team working or to work alone.

#### Desirable

- British Institute of Cleaning Science Proficiency Cert.
- First Aid at Work
- Flexible and willing to initiate change.

#### Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
  - DBS Enhanced – Children

#### Job working circumstances

##### Emotional Demands

- None

##### Physical Demands

- Normal driving e.g. travel between work locations.
- Dexterity, peeling and chopping.
- Food preparation & presentation.
- Folding laundry.
- Setting tables.
- Making beds.
- Moving furniture.
- Measuring levels when using chemicals.
- Working with hot water & dishwasher.
- Changing light bulbs, high level cleaning.
- Vacuuming, carpet cleaning.
- Removing refuse and kitchen waste.
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##### Working Conditions

- General buildings.
- Outside areas hard surface brushing and cleaning
- Kitchen based environment - temperature changes humidity.

##### Other Factors

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