



Ballygriffin, Mallow, Co. Cork, Ireland

JOB DESCRIPTION

Job Title: Part-time position for a Housekeeping Assistant – averaging 15 hours per week (by agreement)

Reports to: Administrator, Nano Nagle Birthplace

Purpose of the Role

To service all public areas including dining rooms, hallways, bathrooms and conference centre as well as bungalows to a high standard of cleanliness.

Responsibilities

- To act at all times in a professional manner to visitors, staff and residents.
- To undertake any other duties as required, in order to keep the centre running smoothly, as delegated by the current or acting Administrator.
- To help maintain a safe environment for staff and visitors, through awareness of health and safety policies and by attending training as required.

Specific duties:

- To ensure that the highest standard of cleanliness is maintained, and supplies are replenished in the bungalows in preparation for occupants.
- Organise and set up refreshments for groups when required.
- Clean all public areas including Conference Centre and Main building – flooring, walls, ceilings, and windows.
- Maintain Reception area and main hallways in a tidy and clean condition.
- Remove refuse and appropriate disposal of same in line with agreed procedures.
- Clean the main Kitchen on an as required basis.
- Store all crockery, glassware, and cutlery appropriately.
- Launder linens from bungalows when guests depart.
- Ensure cleaning storage area and work equipment are kept tidy at all times and advise when cleaning stocks need replenishing.
- Work in a safe manner including proper and safe use of electrical equipment.
- Report any defects in equipment or facilities immediately.

Requirements

- Be supportive of the ethos of the Nano Nagle Birthplace
- Have previous experience of cleaning (domestic or industrial)
- Have an ability to work both independently and as part of a team.

- Maintain strict adherence to confidentiality requirements.
- Demonstrate a willingness to undergo and/or maintain training for Safe Handling and/or other required certification.
- A manual handling certificate is an asset.

In addition to the duties outlined above, carry out any other relevant duties which may be assigned to him/her by the Administrator, from time to time.

Note: The extent and speed of change in the delivery of service is such that adaptability is essential in this role. This Job Description should be regarded as an outline of the major areas of accountability at the present time and will be reviewed and assessed on an on-going basis.

Confidentiality Information regarding guests and employees is strictly confidential and employees shall not, at any time during or subsequent to their employment, disclose or appropriate for their own use, any confidential information of which they become aware. Failure to comply with these criteria will result in disciplinary action up to and including termination of employment.

This job description is not a finite list of duties and may be subject to change in light of future developments within the service.

I have read, understand, and accept the above Job Description.

Signed: _____ Date: _____

Print Name: _____