



## GANAWAY TRAINING AND ACTIVITY CENTRE JOB DESCRIPTION

- ROLE TITLE:** House Keeper
- PURPOSE:** To maintain an excellent standard of cleanliness throughout the Centre enhancing the customer experience
- LOCATION:** (1) Ganaway Training and Activity Centre, 268/270 Ballywalter Road, Millisle, Co Down BT22 2LZ  
and / or (2) Shepherd's Lodge Mountain Centre, Donard Wood, Newcastle, Co Down
- RESPONSIBLE TO:** The Boys' Brigade (Belfast Battalion) CEO via the Centre Manager
- HOURS:** Minimum 16 hrs per week, Flexible, according to the requirements of the centre.
- REMUNERATION:** Minimum Wage depending on age.
- PERIOD OF EMPLOYMENT:** Contract – 8 months (1<sup>st</sup> March-30<sup>th</sup> October 2022)
- EXPERIENCE:** Minimum 1 years experience in a similar role.  
Minimum age of 18 years.

### **MAIN DUTIES:**

#### **Principal Duties**

1. Keeping all areas of the centre, including toilets and showers, clean and tidy. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate.
2. Ensuring that all cleaning equipment/materials are maintained in a safe, clean and efficient working condition. Where an item of equipment requires repair this should be reported to the Centre Manager.
3. Ensuring that the Centre Manager is aware of the need for replacement materials and equipment for the satisfactory performance of the duties.
4. Wear protective clothing in accordance with COSHH and Health and Hygiene regulations and Infection Control guidelines
5. Maintaining a friendly contact with Centre users respecting their right to choices, dignity, privacy and confidentiality at all times.

### **Additional Duties**

1. Making up beds and rooms for residential visitors.
2. Sorting laundry and bed linen for washing and drying
3. Ironing and pressing of laundry and bed linen as necessary.
4. To undertake such other duties as may be determined from time to time within the general scope of the post.

### **Occasional Duties**

1. Assisting the catering staff in the kitchen at meal times.

### **WHAT YOU CAN EXPECT FROM GANAWAY:**

- Training in all areas relevant to your job, and equipment and resources to enable you to carry out your duties competently and safely (does not include personal clothing).
- Support for your personal development.
- Support from the centre management to carry out your responsibilities and to increase communication, fellowship and support between staff.
- Opportunities to be creative within the work structure and programme development.
- Recognition for your efforts and contributions at the centre(s) and in the community.

### **WHAT GANAWAY EXPECTS FROM YOU:**

- Work in agreement with the aims and purposes of The Boys' Brigade and its Training and Activity Centres, and support and develop the Christian ethos and fellowship of the centres as appropriate.
- Uphold the rules of the centres as outlined by staff.
- Participate in appropriate staff training arranged at the centre or outside agency.
- Willingness to work with cross community, adult, youth and additional needs groups.
- Be a responsible member of staff and set a good example to other staff members.
- Use your own initiative to get Centre work done.
- Work towards developing the community spirit of the centres by supporting and respecting other members of staff.
- Respect individuals from diverse backgrounds and refrain from using abusive, sectarian, racial, etc. comments or wearing offensive clothing, e.g. with inappropriate logos.
- Maintain a high standard of safety when working with groups or other staff while using centre equipment or on programme/session.
- Maintain a clean and tidy appearance
- Comply with the Safeguarding principles and guidelines of The Boys' Brigade
- Ensure working within the infection control guidelines.