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| the finer detailsWhich site am I based at?Blagdon Which team am I a part of? Catering and Facilities department Who do I report to? Catering and facilities ManagerTeam size?5Do you have responsibility for a budget?Noqualifications & experience**Essential:****Desirable:*** Full driving license
* A knowledge of Yeo valley policies and procedures
 | HousekeeperJob description**Key responsibilities:**Key responsibilities may include * Hoovering all carpeted areas
* Hoovering and mopping or scrubbing all hard floor areas
* Polishing all relative surfaces i.e. furniture, skirting’s, ledges
* Cleaning ladies and gents toilets to the required standard including wash basins, toilets, empty bins, taps and replenish soap and toilet paper where necessary
* Cleaning of any internal windows
* Dusting tops of all lockers in male & female locker rooms also mezzanine area, sweeping and mopping of floors
* Emptying bins
* Cleaning smoke hut, this includes sweeping, emptying ashtrays & bins
* Issue PPE as an when required to nightshift staff
* Change floor mats when required
* Assist in bagging dirty laundry ready for collection
* Assist in putting laundry away
* Help with any deliveries that need putting away from day shift
* Replenish any hand soap or sanitizer dispensers & PPE dispensers where necessary in communal corridors
* Ensure all kitchenette areas are cleaned and replenished as and when required
* Responsible for issuing locker and phone charging locker keys
* Responsible for cleaning of operation changing room and corridor, this includes sweeping and mopping of floors, dusting of tops of lockers, replenishing hand soap or sanitizer dispensers & replenish PPE dispensers where necessary
* Responsible for cleaning of SCADA changing room and corridor, this includes sweeping and mopping of floors, dusting of tops of lockers, replenishing hand soap or sanitizer dispensers & replenish PPE dispensers where necessary, remove any soiled PPE and replace with clean, check visitors shoes for wear and tear and cleanliness replace & restock where necessary
* Responsible for cleaning of Zone 5 changing room and corridor, dusting of tops of lockers, replenishing hand soap or sanitizer dispensers & replenish PPE dispensers where necessary, remove any soiled PPE and replace with clean, check visitors shoes for wear and tear and cleanliness replace & restock where necessary
* Hoover and mop canteen floor,
* Clear any dirty crockery and cutlery from canteen and wash up then store in correct areas (this needs to be done continuously throughout the night)
* Open staff shop between the hours of 1am-2am and serve any co-owners who wish to purchase from staff shop

Responsible for Company Policies and Procedures, and developing a good health and safety culture, HACCP, COSSH & Audits What good looks like for this role**Leading and Deciding**Makes prompt, clear decisions Takes responsibility for their actions Acts with confidence and works under own direction.Sets appropriate standards of behaviour.Confidently inspires others with a wholehearted commitment to continuous Improvement. Confronts challenges around them.Able to influence and persuade others**Team working**Must be capable of working as a team or under their own initiative Must be multi skilled and willing to work in all areas of Yeo valley **Adapting and Coaching**Adapts to changing circumstances and procedures  |

### HR use

Date of last review: Job reference no: Job level:

Job family: