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| the finer details Which 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 Manager  Team size?  5  Do you have responsibility for a budget?  No qualifications &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: