



Centred (Scotland) Limited The
Recovery Centre

Recovery Centre Domestic Cleaner

Job Description and Person Specification

Background

Centred (Scotland) is a progressive charitable company based in the Highlands, supporting people through mental ill health towards mental well-being. Our principles are based on recovery, inclusion, and independence for service users. Our head office is based in Inverness, and we provide community based services in Caithness, Easter Ross, Inverness, and Lochaber. We also have a recovery centre in Inverness, which provides accommodation for up to 23 service users.

Location: The Recovery Centre, Muirfield Lane, Inverness, IV2 4AX.

Reports to: Operations Managers.

Hours: 16 hours per week (includes working weekends) Hours are negotiable and flexible with times of working.

Salary: £23,400.00 pro rata (£12.00 hourly)

1. Job purpose

To maintain a high standard of housekeeping within the Recovery Centre.

The housekeeper will be responsible for maintaining a high level of cleanliness and order throughout the Recovery Centre, bringing to the attention of Operations Managers any faults and/or deteriorating standards in the fabric and furnishing of the building.

Provide advice to staff and service users in relation to housekeeping.

Provide housekeeping services to ensure that accommodation is cleaned to a high standard and fully furnished and equipped prior to a service user moving in.

2. Scope and range of post

Housekeeping services are provided as part of the wider Recovery Centre function. The provision of a high-quality cleaning service within all the communal areas of the Recovery Centre including the laundry and food preparation areas.

3. Key responsibilities

- Responsible for cleaning all the floors, furniture, fixings, fittings, glassware, high- and low-level surfaces, sanitary areas within the Recovery Centre. These duties will be carried out in line with local operational procedures along with work schedules

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- Responsible for ensuring the correct procedures are adhered to in relation to cleaning all the different areas of the Recovery Centre and when accommodation is vacated.
- Responsible for the safe disposal of waste as per organisational policy, including infection control.
- Responsible for changing and making up beds on residents' departure.
- Movement of furniture and equipment subject to risk assessment by the postholder in conjunction with supervisor to ensure effective access for as required and scheduled cleaning.
- Reporting details of faults and failures of electrical equipment /fabric of the building to the Operations Managers.
- Responsible for ensuring adequate stock of cleaning materials and consumables are available from the Operations Managers. Liaising with the supervisor to ensure quality control.
- Responsible for maintaining and the completion of all the required records and complete all cleaning schedules and any relevant documentation accurately and within the scheduled timelines.
- Responsible for the safe /storage /hygienic storage of various stock e.g. cleaning materials.
- Responsible for the changing /cleaning of curtains and soft furnishings in communal areas and respite rooms
- Responsible for the routine /safe cleaning of all domestic equipment
- Responsible for ensuring the safe disposal of cleaning cloths, and ensuring that mopheads, microfibre mops/cloths are sent for safe daily laundering
- The postholder will follow all guidance relating to Healthcare Associated Infection to ensure their own safety and that of others, adopting universal precautions to prevent the spread of infection
- Requirement to maintain confidentiality always; and demonstrate respectful and courteous behaviour in line with organisational policies.
- To report immediately accidents or unusual incidents involving residents or staff to the Operations Managers or senior member of staff on duty.

4. Equipment and machinery

The post holder will be required to operate the following equipment: -

- Vacuum cleaner
- Carpet shampoo vac
- Wet pick-up suction machine for removal of spillages etc.

- Floor mopping equipment
- Cleaning trolley for mops, buckets, etc
- Safety steps
- Waste bins
- Steam cleaners

This list is not exhaustive, and all equipment to be used in accordance with manufacturer's instruction and as stated in the COSHH/ Health and Safety File.

5. Critical competencies

Other than basic numeracy and literacy skills no formal qualifications are required for this job as the post holder will be given the necessary training to carry out the relevant aspects of the role.

Post holder is required to:

- Attend all mandatory training as outlined for the role
- Work as part of the staff team or work on own initiative
- Can follow instructions
- Possess good communication skills, including non- verbal communication skills
- Be able to respond calmly and constructively to unpredictable situations
- Be able to cope with work under pressure
- Uphold the vision and values of Centred in all interactions with service user, colleagues, and visitors to the centre.

Following training the post holder is required to:

- Operate machinery, both electrical and mechanical safely
- Have knowledge and understanding of Health and Safety policies and work procedures
- Have knowledge and understanding of Infection Control policy, guidelines, and work procedures
- Carry out the work effectively and safely
- Be flexible and adaptable in line with the requirements of the post
- Have basic computer skills
- Have record keeping skills
- Maintain a respectful professional relationship with all the people who use our services



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- Every job description will be subject to review on an annual basis, or because of:
 - a change of strategic management.
 - a change of team/operational requirements.
 - agreed staff development and appraisal needs and objectives.

6. Summary of Terms and Conditions.

The post will be offered subject to two acceptable references and an Enhanced Disclosure through the PVG Scheme.

Deadline: 02/08/2024

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