



ClwydAlyn

Care

## Job Overview

# Housekeeper

- £12 per hour
- Merton Place, Conwy
- 30 hours a week
- Part time, Permanent



@ClwydAlyn



# Person Specification

## Purpose

To provide a cleaning service and laundry service within the home. To work alongside residents and staff in providing a clean and safe living environment. To make orders and maintain the cleaning supplies for the scheme.

## Knowledge and abilities

- Ability to maintain to an acceptable standard in all designated areas, a clean and safe living environment.
- To have an understanding and be alert to any health & safety issues that may arise and be able to take appropriate action.
- To have a good working knowledge of COSHH i.e., Control of Substances Hazardous to Health Regulations 1994.

## Managing others

- Assist new and less experienced staff to become familiar with the work as indicated by the Manager.

## Working with others

- To perform cleaning tasks alongside residents and staff to ensure that their needs are met.
- To work in a way that promotes the resident's rights, choice, independence, privacy and dignity while conducting your duties.

## Problem Solving / Decision Making / Innovation

- To develop and maintain a stock control system for the home of all cleaning and laundry supplies and equipment.

## Use of Technology

- To be able to use various types of cleaning and laundry equipment provided by the home.
- Ensure that equipment and utensils are in proper and safe operating condition.
- Follow manufacturers' instructions in the operation and use of all equipment and chemicals.

## Budgets and cash handling

- To handle any financial transactions in line with Company's policies and procedures.

## Unsocial Conditions / Special Circumstances

- To work flexibly on a rota system.
- To respond flexibly to requests to cover additional shifts or to cover in the cases of emergencies or holidays.
- As part of the cleaning tasks around the home you will be required to work in conditions that are dirty and unpleasant.
- To be aware of the increased risk that unsupervised cleaning solutions pose to individuals within the scheme and respond appropriately.

## Core Responsibilities

- To provide and actively promote excellent Customer Service for both internal and external service users and stakeholders, ensuring the customer experience is a positive one.
- To be responsible for the application of Health & Safety practices within daily working practices sharing a common responsibility for Health & Safety across the Association.
- To comply with the Association's Risk Management Strategy, identifying and mitigating against risk.
- To be responsible for the application of Equality and Diversity practices in accordance with Association policy and procedures within daily operations.
- To comply with Standing Orders, Association Policies and Procedures and to make known to Line Managers any areas which are not adequately covered.
- To perform any other reasonable task as determined by the Manager.



# About ClwydAlyn



ClwydAlyn was formed in 1978 as a non-charitable Registered Social Landlord and now manages over 6,500 homes and employs 760 staff. We deliver a range of housing management related services, which includes care and supported housing, development, and repair and maintenance services across North Wales (Denbighshire, Flintshire, Conwy, Wrexham, Powys, Gwynedd and the Isle of Anglesey).



Our homes and services include social family housing and single person accommodation, supported living accommodation and specialist care and nursing services, low-cost home ownership, leasehold management services and intermediate and market rented housing. The Group's turnover is £64m.

We are an ambitious Housing Association and very driven by our values and mission. We believe that it is wrong that there is still so much inequality and poverty across our region, and we know that this impacts every aspect of people's lives. We took a strong position to end evictions four years ago and we use our money and influence to do all we can to support those experiencing poverty and to champion for change across our country.



# Why work for us?

## Job Benefits

- Are you looking for an excellent work life balance?
- Would you like 25 days paid holiday (increasing to 30 days), with the opportunity to sell/purchase more annual leave?
- Receive up to 8% employer pension contributions.
- Join a Cycle to Work scheme.
- Receive eye care vouchers.
- Free hot meals provided to staff when working.
- Excellent enhanced maternity package and many other company benefits.



### You can apply in a number of ways:

#### The more traditional approach

Send an up-to-date CV which shows your full career history and a statement explaining why you are interested in this role and the skills and experience you can bring to the role.

#### Send us a short film

Maximum 3 minutes explaining why you are interested in this role and the skills and experience you can bring with a short accompanying letter/email.

**Ffôn/Tel:** 0800 1835757  
**Ebost/Email:** [help@clwydalyn.co.uk](mailto:help@clwydalyn.co.uk)

**apply at**  
**[clwydalyn.co.uk](https://clwydalyn.co.uk)**

*This role has been assessed as requiring an Enhanced Level (without barred list) Disclosure and Barring Service (DBS) check. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands or warnings which would impact on their ability to carry out their role. Any risks identified through the DBS check will be reviewed by the Group and a Risk Assessment undertaken. The outcome of the Risk Assessment may result in job offers being withdrawn or existing staff member's employment being reviewed. Further information is available in the Group's DBS Policy and Procedure which can be requested from the HR Team.*