

Person Specification

Job title	Housekeeping Team Member (including Laundry Assistant)
Project/team	Facilities
Reports to	Housekeeping Team Leader
Date created	September 2019

Skills Specialist, technical and general	Organised with good time management.
Qualifications and education	General level of education The Care Certificate is desirable but not essential
Knowledge	No prior knowledge needed as full training will be provided, but previous experience in a similar role desirable
Personal attributes	Motivated A good team member with a positive, can-do attitude. Good spoken (and basic written) communication skills with the ability to communicate appropriately with staff at all levels including managers, and with clients. Able to maintain professional boundaries and confidentiality. Hard working and willing to work across a range of duties adopting a flexible and responsive approach. Sufficient physical ability to carry out the duties required and be on-your-feet most of the day. Willing to take instruction and learn new tasks.
Fit with Charity and team values	An empathy with the work of the Charity. Able to deal with clients respectfully while at the same time maintaining boundaries and confidentiality. Able to interact with colleagues in line with the Charity's values.