

Job Title: Housekeeping coordinator

Job Ref: 1007

Location: Fairthorne Manor, Curdridge, Southampton SO30 2GH

Salary: £23000

Hours: 40 hours per week

Holiday: 5 weeks plus Bank Holiday

Closing Date:

Organisational Context

YMCA Fairthorne Group is a community-based charity with a serious ambition to grow our already successful social enterprise model. Our purpose allows people the opportunity to lead happy, healthy lives. We achieve this through bringing **people** of all backgrounds and abilities together in YMCA **places** and delivering effective **programmes**.

We operate throughout Hampshire, Isle of Wight, Portsmouth and Southampton from 30 venues. Our programmes include 13 early years settings, Daycamps, community activities and housing for young people.

Fairthorne Manor

YMCA Fairthorne Manor offers a unique outdoor activity venue and community hub set in the heart of the countryside. Considered one of Hampshire's hidden gems, the 85 acres are made up of sweeping grounds, mature woodland, a lake and access to the upper reaches of the River Hamble. We provide a wide range of services at the site, including high quality nursery care for children aged 0-5yrs, Daycamps, our flagship school holiday programme, residential programmes for groups, a family camp site and a community activities.

Job Purpose

Lead the housekeeping team in delivering and maintaining an appropriate standard of cleanliness at YMCA Fairthorne Manor. The role will be hands on with the Housekeeping Coordinator expected to and be willing and able to step in and cover absences where required.

Duties and Responsibilities

- At all times work within the YMCA Way
- Prepare cleaning specifications appropriate for each building
- Manage the cleaning schedule to ensure that the agreed cleaning specifications are met
- Manage the staff team, including work schedules, reviews, holiday and sickness records
- To maintain a stock of cleaning materials and linen
- Maintaining Health and Safety records, including risk assessments and COSHH records
- To ensure any building defects are reported to the Facilities Manager
- To manage the lost property process

Person Specification & Key Competencies

Qualifications/Experience

Essential:

- Previous experience of working as a Housekeeping Supervisor
- Awareness of health and safety, Risk Assessments

Desirable:

- Health and safety qualification
- First Aid

Skills / Abilities

- A good standard of health and fitness
- The flexibility to adapt to the changing workload
- The desire to take pride in a job well done
- A genuine enthusiasm for the work of the organisation
- As this post involves considerable manual handling duties, the post holder to have completed some form of Manual Handling Training.
- An Awareness of Child Protection (training will be given)
- Hold a valid driving licence
- A “can do” attitude