

Housekeeper - Farnborough

JOB PURPOSE:
 To be responsible for providing a high standard of cleaning at our prestige apartments in Farnborough as directed by the Apartment Manager
 Reporting to Apartment Manager

Key responsibilities

Cleaning Apartments:

- Changing towels, bed linen, vacuuming, buffing, mopping,
- General cleaning of all rooms in the apartments to include but not limited to, Living area, Bedrooms, Bathrooms & Kitchen
- Replenishing items such as shower gel, shampoo, soap, toilet rolls and welcome pack items.
- Checking apartments to ensure everything is working to include but not limited to; remote controls, batteries, light bulbs
- Setting clocks on Microwaves & Alarm Clocks and other appliances
- To do a full inventory of apartments and check and replace small items report any larger items to the Apartment Manager

Other cleaning:

- Emptying bins as required
- Litter picking as and when required on Saco owned land this could involve working outside.
- Cleaning internal Windows
- Carpet cleaning when required
- Other work may include deep cleaning of certain areas, which would include but not limited to, cleaning mould, cleaning carpets and sofa's

Cleaning of communal areas and office

- Cleaning of communal areas including corridors, lift, lobby. This will include wiping down paint work, mopping and vacuuming.
- Cleaning of the office and kitchen area, including washing up. Litter picking as and when required on Saco owned land this could involve working outside.

Self-Development:

- To be able to work as part of a team and help out other team members when necessary
- Provide Buddy systems to support new team members
- Proactively prepare for meetings/ reviews if and when necessary

Skills

- Communication
- Attention for detail
- Planning & organising
- Problem Solving
- Customer Focus (ext./internal)

Experience

Previous experience as a Housekeeper or similar role

Location

Based in Farnborough

To apply, please send your CV and cover letter to hr@sacoapartments.com