

Housekeeper

<p>JOB PURPOSE: To be responsible for providing a high standard of cleaning at our prestige apartments in Central London as directed by the Apartment Manager</p> <p>Reporting to Apartment Manager</p>
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<p>Key responsibilities</p>
<p>Cleaning Apartments:</p> <ul style="list-style-type: none"> • 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
<p>Other cleaning:</p> <ul style="list-style-type: none"> • 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
<p>Cleaning of communal areas and office</p> <ul style="list-style-type: none"> • 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.
<p>Self-Development:</p> <ul style="list-style-type: none"> • 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

<p>Skills</p> <ul style="list-style-type: none"> • Communication • Attention for detail • Planning & organising • Problem Solving • Customer Focus (ext./internal)
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<p>Experience</p> <p>Previous experience as a Housekeeper or similar role</p>
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<p>Location</p> <p>Based in Lambs Conduit Street, Holborn but maybe required to work at other London sites within walking distance.</p>
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