



CROYDON ALMSHOUSES

HOUSEKEEPER

APRIL 2025



BACKGROUND

Croydon Almshouses is the oldest charity in Croydon, and we are proud of our heritage. For over 550 years we have been supporting people who experience the impact of poverty. Since 1447 we have offered almshouses, and for the last 40 years have also awarded grants to Croydon's voluntary sector and individuals.

At the heart of who we are, is our belief and commitment to 'community'. Our Croydon Almshouses community is made up of our residents, staff, and trustees. We are also part of our local Waddon community, and the wider Croydon community. In some ways, most importantly, we recognise that we all belong to several communities which connect us with our backgrounds, our interests, our challenges.

Following a thorough and thought-provoking strategy development process we are excited about our **2024-2028 Strategy: Do More, Do Better** which aims to take us into our next chapter by expanding our operations to enhance our impact in our communities.





PURPOSE OF THE POST

The role of Housekeeper is fundamental to Croydon Almshouses achieving their ambitions in continuing to deliver an excellent environment in our almshouse community.

Our Housekeeper will maintain the cleanliness of Elis David Almshouses' common areas to ensure the best working and living environment for our staff, residents and visitors.

MAIN DUTIES

Housekeeping

- Conduct general cleaning tasks such as dusting, sweeping, mopping, vacuuming and internal window cleaning as part of the daily routine.
- Perform cleaning duties according to established schedules, ensuring high standards of cleanliness are consistently maintained.
- Launder cleaning items including kitchen dishcloths, floor rags and dusters, as needed.
- Clean and prepare guest almshouses promptly after they have been vacated.
- Empty waste bins in office spaces, kitchens and communal areas regularly.
- Perform monthly deep cleans and disinfection tasks, particularly in high-usage areas such as communal staff fridges and kitchens.
- Promptly deep clean almshouses when they become vacant to prepare them for new residents.
- Regularly stock and replenish cleaning supplies including handwash, toilet paper and paper towels ensuring all areas are well-equipped.
- Monitor and maintain inventory levels for cleaning products, ordering additional supplies by coordinating with the relevant person when necessary.
- Report any maintenance issues, cleaning equipment malfunctions, or safety hazards to your line manager in a timely manner.

PERSON SPECIFICATION

- Proven experience as a cleaner or housekeeper
- An understanding of housekeeping practice
- Ability to update the COSHH register
- Ability to cook – if happy to
- Familiarity with fire awareness, water hygiene practices and general Health and Safety in the workplace



MAIN DUTIES

Health & Safety

- Assist the Handyperson with conducting weekly health and safety tests and maintenance checks as required.
- Maintain up-to-date COSHH records and material safety data sheets (MSDs), ensuring compliance with safety regulations.
- Adhere to all health and safety guidelines and company policies, ensuring a safe working environment.
- Ensure all cleaning materials are securely stored in the designated COSHH cupboard, maintaining a clean and orderly storage area in the maintenance room.
- Participate in mandatory annual refresher courses, including Legionella Control, Fire Safety Awareness, COSHH, and other relevant training as deemed necessary by your Line Manager.
- Take responsibility for wearing appropriate personal protective equipment (PPE) for each task and ensure it is always used correctly.

PERSONAL ATTRIBUTES

We are a small, dedicated staff team who work effectively together and all contribute to making a positive, impactful difference in the lives of our beneficiaries. To be a valued, supported member of our thriving and focused staff team, the following attributes would be welcomed:

- Demonstrate flexibility in responding to urgent, high-priority tasks when required
- Work independently and efficiently to complete cleaning tasks with minimal supervision
- The ability to respond to changing and varied priorities
- Common sense, approachability and sense of humour
- Ability to adapt positively to change
- Personable, strongly resident-oriented and friendly
- Ability to work quickly without compromising on quality

ADDITIONAL INFORMATION

- Based in pleasant and friendly offices within the almshouses
- £27,007.50 pro rata (London Living Wage)
- Circa 20 hours per week: flexible working patterns can be discussed
- 25 days annual leave plus Bank Holidays, pro rata
- Contributory workplace pension scheme
- An excellent benefits package



HOW TO APPLY

Please send your CV and brief cover letter stating why you think you would be good at the role to: carolinegetty@croydonalmshouses.org.uk

If you would prefer to apply for the role by phone, rather than in writing, please do get in touch at the email address so that this can be arranged.

Closing Date: 9am, Monday 28th April 2025

Interview Date: Thursday 1st May 2025

We want you to have every opportunity to demonstrate your skills, ability, and potential; please contact us if you require any assistance or adjustment so we can help make the application process work for you.

Croydon Almshouses proudly affirms its commitment to equal opportunity employment, fostering an inclusive workplace where all individuals are valued and respected. We encourage individuals from all backgrounds to apply for our roles.

Croydon Almshouses

Elis David Almshouses

Duppas Hill Terrace

Croydon

CR0 4BT

020 3833 6959

hello@croydonalmshouses.org.uk

www.croydonalmshouses.org.uk

Registered Charity Number

Croydon Almshouses CIO: 1209872