



The Foundation for Investing in Communities (incorporating Business in the Community and The Community Foundation for Ireland)

*Business in the Community is the network for responsible and sustainable business.*

*The Community Foundation for Ireland is a leading organisation dedicated to promoting and growing philanthropy in Ireland.*

### **JOB VACANCY: Housekeeper/Cleaner (Fixed Term/Part Time)**

**Job Purpose:** To assist in the smooth running of the Foundation's offices by delivering a professional cleaning and housekeeping service.  
**Reporting to:** Finance Manager  
**Job Location:** 3<sup>rd</sup> Floor Phibsborough Tower, Phibsborough Road, Dublin 7

#### **JOB DESCRIPTION**

##### **Primary Responsibilities:**

##### **To ensure a safe place and system of work**

- To be aware of the health and safety hazards relating to your work and to minimise these where possible.
- Bring any health and safety issues to the attention of the Health and Safety Officer and ensure that they are resolved.

##### **To develop a daily and weekly cleaning routine to include the following:**

##### **Toilet Areas:**

- Clean and disinfect toilet bowls and toilet seat
- Refill toilet roll and hand towel dispensers
- Sweep and mop floor
- Clean and disinfect hand basin
- Clean skirting boards, mirror and wall tiles
- Empty bins

##### **Kitchen:**

- Empty the dishwasher if necessary. Place any dirty crockery etc. into the dish washer and turn it on when full.
- Sweep and wash floor
- Tidy and clean fridge and microwave
- Wipe table and chairs
- Empty bins daily (wash and disinfect bins weekly). Ensure items for recycling are placed in the correct bags.
- Wipe skirting boards, dado rails, countertops and backsplash
- Purchase supplies for the kitchen (e.g. bread, milk, fruit) as required

##### **Offices:**

- Vacuum and mop all office areas
- Empty bins

- Dust skirting boards, dado rails, window sills, ledges and surrounds, fireplaces and desks

Front Door and Lobby Door:

- Wash paintwork, clean glass and shutter

Meeting Rooms/Board Room:

- Vacuum and mop floors
- Dust dado rails, skirting boards, window ledges and sills
- Dust and tidy tables and chairs

Cleaning materials:

- Notify the Receptionist of any cleaning materials which need to be ordered.
- Keep storage area clean and tidy.
- Bale cardboard and place in storage area

**Other**

Carry out other duties as required which are consistent with the job.

**PERSON SPECIFICATION**

**Essential Qualifications and Knowledge:**

Education/ Qualification/ Knowledge

- Fluent spoken English

Experience

- Previous relevant experience in housekeeping
- Good organisational skills
- Attention to detail
- Ability to multi task and prioritise

Skills/ Personal Attributes

- Self-motivated
- Energetic and takes initiative
- Team player
- The ability to take direction