

THE IVEAGH TRUST



Hostel Head Housekeeper

Job Description | Ref HHH001
August 2020

The Iveagh Hostel is the largest and oldest independent Hostel in Ireland, currently accommodating 195 men in single rooms. Established in 1905, its purpose has remained constant – to provide safe, clean and comfortable accommodation to men in need, respecting their autonomy and privacy.

Hostel staff have an important role in welcoming and supporting residents throughout their stay, and often act as a personal support for residents in need of advice or when in difficulty.

Position	Head Housekeeper (permanent post)
Reference	HHH001
Location	Bride Road, Dublin 8
Reporting to	Hostel Manager
Hours	Ranging from 33 - 36 hours on a four-week rota, including one weekend in four*.
Contract	Permanent, with a six-month probationary period.
Annual Leave	22 days per annum
Skills / Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Five years' experience as a cleaner and/or equivalent ancillary role. • Completed course in Universal Precautions or equivalent. • Knowledge of Health and Safety requirements. <p>Desirable:</p> <ul style="list-style-type: none"> • At least one year's experience and/or qualification in supervising staff and/or leadership. • Experience of working in a similar environment (hostel, hotel, or residential facility). • Basic knowledge of IT (email, word and excel).
Attitude / Knowledge	<ul style="list-style-type: none"> • Commitment to the highest standards of excellence in hygiene and health and safety. • Ability to organise and motivate staff, and to work in a team environment. • Ability to communicate well and demonstrate a polite, caring and friendly service to residents. • A willingness to listen and engage with people. • Understanding of professional boundaries and how to maintain them. • A can-do attitude and willingness to do whatever is required to ensure the safety and wellbeing of all in the Hostel.

	<ul style="list-style-type: none"> • Honesty, integrity and capacity to work without supervision.
<p>Principal tasks & responsibilities</p>	<ul style="list-style-type: none"> • To comply with all Health and Safety obligations, as they apply to cleaning responsibilities and tasks. • To supervise all the cleaning staff in the Hostel, in accordance with the Trust's procedures. • To support and assist staff in their cleaning duties as required. • To oversee ordering and delivery of cleaning products and equipment, in conjunction with the Hostel Manager. • To ensure the Hostel is kept clean to the highest standards (using required equipment, cleaning products and PPE). • To adhere fully to Hostel safety procedures, especially in regard to checks and recording. • To clean the designated communal areas, to a standard, as required by the Iveagh Trust. • To attend meetings, as required by the Hostel Manager, as a member of the Hostel's senior staff team. <p><i>This list is not exhaustive. Cleaning Staff may be asked to undertake additional tasks, commensurate with the role. Also, the job may entail some heavy lifting. Training in manual handling as appropriate will be provided.</i></p>
<p>Applications to</p>	<p>Applications must include the job reference code: HHH001</p> <p>Please send an up-to-date CV with cover letter outlining your suitability for the post to:</p> <p>Shane Bradley The Hostel Manager The Iveagh Hostel Bride Road Dublin D08 R7DX</p> <p>Or, by email to: hr@theiveaghtrust.ie</p> <p>Closing date is: close of business on Friday, 18 September 2020</p> <p>The Iveagh Trust is an Equal Opportunities Employer.</p> <p>Replies to selected interviewees only.</p>