



## COMMUNITY TRUST

<b>Job Title:</b>	Housekeeper/Laundry Operative	<b>Location:</b>	Bucleuch House Newcastleton
<b>Level/Salary Range:</b>	Starting rate £10.00 per hour rising to £10.50 subject to successful completion of 3 months probationary period	<b>Position Type:</b>	Part-time/Job share
<b>Closing Date</b>	22 <sup>nd</sup> October 2021		

### Applications Accepted By:

Email: [pauline.elliott@newcastletoncommunitytrust.co.uk](mailto:pauline.elliott@newcastletoncommunitytrust.co.uk)

### Job Description

#### WHAT IS THE OVERALL PURPOSE OF THE ROLE?

To clean and manage changeovers of our new 14 bedded Bunkhouse, together with cleaning of the Enterprise and Learning centre, on a day-to-day basis. In addition to this, the role will include running our new laundry facility at Bucleuch House.

#### KEY RESPONSIBILITIES OF THE POST

- Maintain a high standard of cleaning at Bucleuch House
- Manage changeovers in a timely manner
- Deep Clean all assigned areas and bedrooms as directed and in line with COVID guidelines
- Maintain good health and safety practices, in line with COSHH legislation
- Comply with policies and procedures, instructions and that all required records are kept appropriately
- Report any maintenance issues in order that they are rectified in a timely manner
- Take all reasonable steps to ensure health and safety, together with the security of guests and staff at all times.
- Manage laundry, using commercial machines and press, ensuring all done in a timely and in good presentation for clients.
- Check and reorder cleaning products as and when needed
- Partake in programmes of self and professional development, following liaison with the Line Manager.
- Ensure that confidentiality of business affairs is observed and that the best interests of the organisation are promoted at all times.
- Being capable and willing to assist each other and maintain team morale to ensure a positive environment for guest experience.
- Attend work on time as scheduled.

- Have flexible and adaptable approach to work/tasks given as well as a can-do attitude and the ability to work under pressure
- Any other duties as per requested by Management
- The role also involves some physical activities such as bed making of bunk beds with upper and lower beds, including stripping and turning beds. It also includes lifting in the laundry.

#### **EXPERIENCE**

Applications from locally based candidates, who have cleaning/laundrying experience is preferred (but this is not essential as full training will be provided).

#### **ABOUT NEWCASTLETON AND DISTRICT COMMUNITY TRUST**

NEWCASTLETON is a small remote rural community of 762 people, we refer to ourselves as a landlocked island, often cut off from neighbours due to power cuts, road closures or weather events. As a result, we are a tough, resilient tight-knit community who work collaboratively to get things done.

Newcastleton & District Community Trust was formed in 2015. It is a membership organisation open to all aged 16+ within catchment of Newcastleton and Upper Liddesdale & Hermitage. A geographic region of 1,200 square miles. Priorities are set by local people for the benefit of the whole community and all our projects are based on sustainable outcomes. Principles of dignity, fairness and respect are built into all aspects of our engagement process and service delivery. We are a Charity and a Ltd Company.

We aim to:

- Regenerate of the community by the maintenance or improvement of the physical, social, and economic infrastructure
- Assist people who are at a disadvantage because of their social and economic circumstances through the provision of localised services and support
- Provide leadership within the community, developing initiatives that make us fit for the future
- Advance educational and recreational opportunities by developing strategic community spaces and facilitating development programmes and activities

Find out more about the Trust, and relevant projects, including Buccleuch House, here:  
[www.visitnewcastleton.com/community/newcastleton-and-district-community-trust](http://www.visitnewcastleton.com/community/newcastleton-and-district-community-trust)