

Wexford Women's Refuge: Housekeeper **(<https://www.activelink.ie/node/109121>)**



Full- Time Housekeeper

Job Title: Full-time Housekeeper

Location of Post: Wexford Women's Refuge, Wexford Town.

Closing Date: Monday 8th July 2024 @ 12pm
Late applications after this date and time will not be accepted.
Interviews will take place 3rd week of July

Organisational Area: Based in Wexford Town

Reporting Relationship: Management Team

Details of Service

Wexford Women's Refuge (WWR) is a specialized service that supports women and children who are affected by Domestic Sexual and Gender Based Violence (DSGBV). WWR will move into new premises in September 2024. This will allow for an expansion of our services.

Wexford Women's Refuge will strive to deliver a service that provides comfort to women and children who are victims of DSGBV.

Purpose of the Post

Oversee all aspects of housekeeping within Wexford Women's Refuge. Ensuring the premises is a clean and comforting space for women and children who are experiencing DSGBV.

The Housekeeper will oversee the cleaning team and will be responsible for ensuring that the premises is fully compliant with all health and safety regulations concerning hygiene controls.

Duties

- To comply with WWR's guidelines and procedures and any other duties as requested by the Director of Services.

Essential Qualifications

Clean Pass certification is desirable

Core Experience

- At least two years of experience working in residential facilities.
- Experience overseeing housekeeping
- Experience in ensuring all guest rooms, public areas, and back-of-house spaces are cleaned and maintained

- according to established standards.
- Experience monitoring the implementation of cleaning procedures for quality assurance
 - Manage housekeeping supplies and inventory, including cleaning products, and linens. Initiate purchase orders as needed to avoid stock shortages.
 - Experience in assisting with training staff on cleaning techniques, and safety protocols
 - Ensure that cleaning staff adhere to health and safety regulations, including proper use of cleaning chemicals and equipment. Promote a safe work environment and report to the Director of Services any potential hazards or incidents
 - Assist in monitoring housekeeping expenses and stay within budgetary guidelines as prepared by the Finance and Compliance Manager

Core Skills

- Maintain effective communication with other departments within WWR, such as front office and maintenance, to ensure smooth coordination of our service
- Familiarity with health and safety regulations related to housekeeping
- Basic I.T. skills
- Knowledge of cleaning equipment and best practices in residential settings.

Remuneration

HSE Pay Scale Alignment – Source Grade 4146

The point on the scale is commensurate with relevant experience.

Salary €37,697 - €44,507

Generous annual leave

Access to an Employee Assistance Program

Access to the PRSA scheme after one year of service

Garda Vetting

The successful applicant will undergo health screening and Garda Vetting Clearance.

Tenure

This is a fixed-term contract, a two-year contract to start with.

A 6-month probation period applies to this position.

This is a full-time position, 37.5 hours a week.

This role is subject to continued funding.

This job description will be reviewed on an annual basis.

The post is funded by Cuan.

Health

A candidate for and any person holding office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health that would indicate a reasonable prospect of ability to render regular and efficient service.

Character

Each candidate for and any person holding the office must be of good character.

How to Apply

Applications by Curriculum Vitae and Letter of Application highlighting your experience and expertise in this area to:

Antoinette Lynch

Administrative Coordinator

Wexford Women's Refuge.

30 Distillery Road

Wexford.

Or

Email: hr@wexfordwomensrefuge.ie (mailto:hr@wexfordwomensrefuge.ie)

Short listing will apply, a panel may be created following interviews

Closing date for receipt of applications is 12pm: Monday 8th July

Appointments subject to evidence of educational qualifications, two satisfactory written references and up to date Garda Vetting.

Wexford Women's Refuge is an equal opportunities employer.

Region

Wexford Town

Date Entered/Updated

24th Jun, 2024

Expiry Date

8th Jul, 2024

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/109121-wexford-womens-refuge-housekeeper>