



Housekeeping - Community Employment Job Description

YMCA Dublin has been working with young people in Dublin's Inner City for 170 years. We run programmes in youth work, education, family support, community childcare and community employment. To support our services, we run two social enterprises – Dublin YMCA Gym in Aungier Street and Sandymount, and YMCA Childcare in Aungier Street.

Our goal is to create a clean and orderly environment for patrons, that will become a critical factor in maintaining and strengthening our quality standards.

Key Tasks Include:

- Responsible for general cleaning duties in all areas of the facility including the removal of rubbish, cleaning of floors, windows, toilets, mirrors and other areas and tasks as specified.
- Refer to centre cleaning checklists to ensure all cleaning requirements are carried out to the highest possible standard.
- Ensure effective and positive communication with colleagues and coordinators.
- Additional concentrated cleaning may be sought from time to time on specific problem areas that may require extra work.
- Model appropriate behaviour for all YMCA Staff and Volunteers.
- Notify Facilities Coordinator on any damages, deficits and disturbances.
- Deal with reasonable complaints/request with professionalism and patience.
- Check stock levels of all consumables and replace when appropriate.
- Adhere strictly to rules regarding Health and Safety and be aware of any company-related Policies.

**WE BELIEVE EVERYONE SHOULD HAVE THE OPPORTUNITY TO BELONG TO
HEALTHY, CONFIDENT, SECURE AND CONNECTED COMMUNITIES.**



Key Skills:

- Good communication skills
- Professional personal presentation
- Attention to detail
- Ability to work with little supervision and maintain a high level of performance
- Reliability
- Ability to handle a busy workload

In addition, the jobholder will be required to adhere to all YMCA Policies and Procedures contained in the YMCA Staff Handbook and in addition specific departmental policy and procedures.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder. The outline of responsibilities given above may, therefore vary from time to time without materially changing either the character or level of responsibility.

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