

Job Profile

Housekeeper / Porter

(HPGFM-MAR2010)

TODAY, WE BROUGHT INVALUABLE

SUPPORT TO THE TEAM

WHAT WILL YOU DO TOMORROW?

| | |
|---------------------------|---------------------------------|
| Job Title | Housekeeper / Porter |
| Reporting to | Facilities Manager |
| No. Reports | None |
| Business/ Division | Facilities Management |
| Location | Graham Head Office Hillsborough |
| Contract Type | Permanent |
| Salary | Negotiable |

Job Summary

As the GRAHAM Asset Management business continues to grow & develop we are looking for an enthusiastic, organised, flexible & experienced Housekeeper/Porter to join the team & to provide a full range of Housekeeping services under the direction of the Facilities Manager in accordance with our contractual obligations.

Job Description

The Housekeeper/Porter shall:

SECURITY

- Safe custody of keys of the premises, the allocation of keys to staff (where approved by the Facilities Manager) & ensuring that the keys used by the cleaning staff/maintenance staff are returned at the end of each working day.
- Operate fire alarm, intruder alarm & building security systems & report any faults to the Facilities Manager or other authorised officer.
- During normal working hours report any suspicious activity or breach of security immediately to the Facilities Manager or other authorised person.

MECHANICAL & ELECTRICAL SERVICES

- Efficient operation of the premises boilers/heating system as required by the Facilities Manager in accordance with the Client's energy efficiency policy.
- Ensure that requisitions for fuel are completed in good time for authorisation by the Facilities Manager.
- Carry out monthly inspections to fire fighting equipment & report any defects to the Facilities Manager or other authorised person.
- Monitor & document usage of fuel, water & electricity.
- Record weekly use of utilities both manually and via the BMS system.
- Operation of CCTV system when required.
- Weekly test of Fire Alarm.

PORTERAGE

- Receipt, distribution & transport of all stores, materials & other goods as required.
- Transport all refuse bins to & from their collection point & ensure that all bins are clean at all times.
- Preparation of the conference/board room for meetings as required including, in exceptional circumstances & in the absence of catering staff, provision of the refreshment trolley.

CLEANING

- Ensure that all hard surfaces & paths & ornamental grounds around the premises are clean, tidy & free of litter. Litter to be cleaned on a daily basis.
- Ensure that all external surfaces drains & gullies & kitchen grease-traps within the building complex are free flowing & clean by removing obstructions up to 3.35m.
- Provide a cleaning service to deal with issues such as spillage, flooding, litter or any cleaning problem associated with weather conditions.
- Clean internal & external signs & notices up to 3.35m.
- Clean non-electrical fittings on all portable heating & ventilation equipment.
- Ensure that all defects in equipment used by the Housekeeper/Cleaning staff are reported to the Facilities Manager.
- Replenish toilets and galley areas of consumables as required.
- General office cleaning to keep the high standards required.
- Monthly cleaning of bin store.

H&YPERSON DUTIES

- Carry out handyperson duties within the competence of the post-holder.

GENERAL CONDITIONS

- Empty all external litter bins on a daily basis.
- The post holder will be required to assist in the evacuation of the building in the event of a fire drill or an actual emergency by acting in the capacity of Fire Warden or Fire Marshall.
- All duties must be carried out to comply with:
 - The H&S At Work (NI) Order 1978;
 - Acts of Parliament, Statutory Instruments & Regulations & other legal requirements;
 - COSHH Regulations & all relevant Codes of Practice
- Apply grit/rock salt in times of snow & frost to ensure pathways & entrance are free from snow & ice.

ADMINISTRATION

- Provide the Facilities Manager with timely reports on any defects in the premises externally & internally.
- Complete all paperwork/documentation associated with the post including timesheets, written reports and incident report forms when required.
- Provide records of consumable stocks and notify the Facilities Manager of likely replenishment needs.

MISCELLANEOUS

- The post holder will be required to undertake any other duties falling within the purview of the grade as required by the Facilities Manager or other Senior Manager.
- The Company will provide a uniform which must be worn at all times whilst on duty.
- Protective clothing will be provided by the Company & must be worn appropriate to the task being carried out.

This job description is intended to give the post holder an appreciation of the role envisaged for the Housekeeper/Porter & the range of duties to be undertaken.

It does not attempt to detail every activity. Specific tasks & objectives will be agreed with the post holder at regular intervals.

Technical Competencies

Essential

- A good standard of general education
- Current driving licence
- Good communication & interpersonal skills
- Ability to work as part of a team & on own initiative
- A flexible approach to work
- Good organisational skills

Desirable

- Previous experience in a similar role
- Possess handyperson skills

Behavioural Competencies

Integrity: We behave with integrity and in an ethical manner in everything we do and say, thereby earning and maintaining the trust and respect of customers, shareholders, colleagues, suppliers and partners.

Written and Verbal Communication: We structure our ideas and information to individuals and in writing in a way that brings about clear understanding.

Flexibility: We adapt our style and approach in order to achieve specific objectives. We remain effective in changing environments and with people of varying perspectives, needs and demands.

Interpersonal Sensitivity: We are open to the feelings, attitudes and motivations of others.

Customer / Client Focus: We keep the customer (internal and external) as the focal point for our activities.

Please apply by either contacting Dorothy Lynas, HR Dept, on 028 9046 1821, by email to dorothy.lynas@graham.co.uk or by downloading an application form below.

[CLICK HERE TO DOWNLOAD APPLICATION FORM](#)

Quote Reference No: HPGFMMAR2010

Closing Date: Tuesday 16th March 2010 at 5pm