



Job Title: Domestic Assistant
Reports to: Operations Manager
Dept/Location: The Depot
Hours: 20hours per week
Contract: Permanent

Our **Vision** is for everyone in North & East Herts to be able to have timely access to wellbeing Care.
Our **Mission** is to generate income to fund Garden House Hospice Care

Job Summary

To provide a high-quality cleaning and housekeeping service across the Trading Depot, ensuring all working areas, offices and welfare facilities are clean, safe and well maintained.

The role contributes to creating a safe and welcoming environment for employees, volunteers and visitors while supporting the efficient operation of the depot.

Key Responsibilities

Cleaning & Housekeeping

- Clean offices, warehouse welfare areas, toilets, kitchens and communal spaces.
- Sweep, vacuum and mop designated areas.
- Clean windows, doors and internal glass where required.
- Empty bins and dispose of waste and recycling appropriately.
- Replenish washroom and kitchen consumables.
- Maintain cleaning schedules and complete cleaning records where required.
- Undertake periodic deep cleaning.
- Maintain high standards of cleanliness, presentation and hygiene throughout the depot.

Health & Safety

- Work in accordance with Health & Safety and COSHH requirements.
- Store cleaning chemicals safely.
- Report hazards, defects and maintenance issues promptly.
- Ensure cleaning equipment is safe and well maintained.
- Follow safe working practices at all times, including the correct use of PPE where required.
- Report accidents, incidents and near misses in accordance with company procedures.

Supporting Depot Operations

- Maintain high housekeeping standards throughout the depot.
- Keep entrances and staff areas clean and presentable.
- Support preparations for visitors or meetings where required.
- Work flexibly to meet operational cleaning priorities.

- Support the depot team by maintaining an organised and hazard-free working environment.
- Work collaboratively with colleagues and volunteers to promote a positive workplace.

Skills & Experience

Essential

- Previous cleaning or housekeeping experience.
- Good attention to detail.
- Able to work independently and manage own workload.
- Reliable and punctual.
- Good communication skills.
- Able to undertake physical work.

Desirable

- Experience working within a warehouse, retail or industrial environment.
- COSHH awareness.
- Knowledge of Health & Safety procedures.
- Experience using commercial cleaning equipment.

T&Cs

- All appointments are subject to satisfactory pre-employment health screening & DBS checks.
- The role involves regular physical activity including standing, bending, stretching, lifting cleaning equipment and moving light furniture where required to undertake cleaning duties safely.
- The duties and responsibilities of this role reflect the current operational requirements of the role and may be changed to suit business needs.
- Garden House Hospice Trading is an equal opportunities employer. We value diversity and are committed to creating an inclusive environment for all employees and volunteers.
- All staff are expected to work in line with our Mission, Vision, Values and Behaviours.

