

Housekeeper (Part-time)

At Beatson Cancer Charity we support and enhance the treatment, care and wellbeing of current, former and future cancer patients and their families. We work in partnership with the NHS, The Beatson West of Scotland Cancer Centre and all related facilities. We also offer the wider community a unique opportunity to contribute to the fight against cancer in the broadest possible sense.

We are currently seeking an experienced **Housekeeper** to join our wellbeing team. This role is responsible for ensuring that the highest levels of cleanliness are maintained across the areas within the Beatson West of Scotland Cancer Centre, that our Patient and Family Support department are responsible for, this includes our Wellbeing Centre (level 4) and the Welcome Desk (level 1).

Title:	Housekeeper
Reporting to:	Team Leader - Support
Salary:	£12.60 per hour
Contract:	Part-time, 12-month Fixed Term Contract
Hours:	10 hours per week, Monday to Friday, 7am to 9am
Annual Leave:	40 days per annum (inclusive of Public Holidays) pro-rata
Pension:	7% employer and 3% employee contribution pro-rata

Key Responsibilities

- Carrying out a thorough deep clean of the therapy rooms in the Wellbeing Centre every day.
- Managing the laundry service provided by the supplier, including stock control, sorting ready for pick up, checking delivery notes and invoices.
- Dusting, vacuuming and mopping in all public areas within the Wellbeing Centre level 4.
- Cleaning cupboards and worktops in the kitchen area.
- Cleaning the Welcome Desk area on level 1.
- Responsible for regular cleaning of the toilet in the Wellbeing Centre throughout the shift.
- Regular schedule of cleaning the wall tiles in all rooms in the Wellbeing Centre.
- Cleaning and polishing furniture in the Wellbeing Centre, using steam cleaner when necessary.
- Emptying bins, making sure waste is disposed of according to policies and procedures.
- Watering of plant and flower tubs on outside balconies during summer months.
- Setting up a routine cleaning schedule with daily and weekly tasks as well as regular planned deep cleaning on a monthly or annual basis.
- Liaise with suppliers to arrange ad hoc cleaning e.g. outside of windows.
- Ordering stock of cleaning supplies and equipment.

Essential Candidate Criteria

- Previous cleaning experience.
- An innovative and positive attitude.
- A commitment to continuous improvement.
- Ability to work effectively as part of a team.
- Flexible working will be required to cover annual leave.

Desirable Candidate Criteria

- Knowledge and understanding of working within the NHS environment.
- Knowledge and understanding of working with cancer patients.



- Knowledge and experience of working in a charitable environment.
- Understanding of infection control procedures.

Person Specification

- Physically fit for moving, lifting and cleaning.
- Flexible and adaptable.
- Good organisational skills.
- Self-motivated with a positive attitude.
- Excellent interpersonal and communication skills.
- Confident, friendly, and professional with a smart appearance.
- Ability to build strong relationships at all levels

Closing Date: Sunday 13 May 2025
Interview Date: Monday 19 May 2025

To apply please send a cover letter and CV to recruitment@beatsoncancercharity.org

Beatson Cancer Charity is an Equal Opportunities employer and is committed to employing a wide range of employees who are reflective of the diverse community that we support.

www.beatsoncancercharity.org