



House Team Assistant

Overview

Centre:	Pioneer Centre, Cleobury Mortimer
Position:	House Team Assistant
Reporting to:	House Team manager
Hours:	15 hours per week, 5 days of 3 hours. Primarily Monday to Friday 9.30am – 12.30pm. Some weekends will be required.
Role Type:	Permanent.
Main Purpose:	To keep the accommodation and communal areas clean, tidy and welcoming. Ensuring a high standard of hygiene throughout the facility. To support the smooth day-to-day running of the centre.

Job Description

1. Cleaning of the designated areas of the centre under the supervision of the House Team manager
2. Helping ensure high standards of cleanliness, hygiene and appearance are maintained.
3. Report any damage and maintenance issues promptly.
4. To assist in the preparation and cleaning of public areas within the centre.
5. To assist in the cleaning and sanitizing of the public toilets.
6. To assist in the preparation and cleaning of meeting rooms and main halls.
7. To ensure all rubbish is cleared away and placed in the appropriate recycling bins as necessary.
8. To assist with any aspect that may be required to ensure the smooth running of the Centre.
9. To manage cleaning stock and report any shortages.

Personal Specification

Attributes	Essential	Desirable
Skills	• Good understanding of Hospitality / Residential environment • Must be flexible and adaptable, self-motivated and proactive • Be able to liaise and communicate well as part of a team • Ability to work independently as well as part of a team • Ability to use own initiative when required	• Experience of in a cleaning services role • Knowledge of COSHE • Experience of using cleaning and laundry machines
Experience	• Previous experience of working in a cleaning services role	• Previous experience of working in a Residential / Outdoor centre / Hotel environment. • Use of carpet cleaning machines • Use of steam cleaners • Working with children
Other	• Flexibility, can do attitude • Proactive • Multitasker • A committed team player	• COSHE trained • Stock rotation

This job description and person specification was last reviewed September 2026 and may be subject to review at any time as deemed necessary.