

Housekeeping Assistant

Be part of something that changes lives - including yours



YMCA DERBYSHIRE

Job Description

Key Details

Salary: £13,988.00pa

Hours: Part Time – 20 hours per week (some evenings required)

Location: Based in Derby, with travel across YMCA Derbyshire sites

Responsible to: Housekeeping Co-ordinator

The Role in a Nutshell

At YMCA Derbyshire, our accommodation and community buildings provide much more than somewhere to work. They are homes for young people, welcoming community spaces and environments where people rebuild their lives.

As a Housekeeping Assistant, you'll help ensure every building is clean, safe and welcoming. Your work will have a direct impact on the wellbeing of the young people, families, colleagues and visitors who use our services every day.

Working as part of the Housekeeping Team, you'll deliver consistently high cleaning standards, maintain safe working environments and take pride in creating spaces that reflect YMCA Derbyshire's commitment to quality and care.

What You'll Be Doing

You'll be responsible for:

- Delivering consistently high standards of cleaning across YMCA Derbyshire accommodation, offices and community facilities.

Tel: 01332 579 550

Email: enquiries@ymcaderbyshire.org.uk

Web: ymcaderbyshire.org.uk

YMCA Derbyshire: Registered office 770 London Road, Derby, DE24 8UT. Registered in England no. 03061837. Charity no. 1049904.

- Cleaning communal areas, bedrooms, offices, kitchens, bathrooms, meeting rooms and other designated areas.
- Following Health & Safety legislation, COSHH guidance and organisational procedures at all times.
- Using cleaning equipment, chemicals and materials safely and responsibly.
- Completing cleaning schedules and maintaining high presentation standards.
- Reporting maintenance issues, damage, hazards or health and safety concerns promptly.
- Working flexibly across different YMCA Derbyshire locations where required.
- Supporting colleagues by providing cover during annual leave and periods of absence.
- Helping maintain safe, hygienic and welcoming environments for residents, staff and visitors.
- Treating everyone with dignity, respect and professionalism.
- Working positively as part of the wider YMCA Derbyshire team.
- Undertaking any other reasonable duties appropriate to the role.

What Success Looks Like

Success in this role means:

- Buildings consistently meet YMCA Derbyshire's high cleaning standards.
- Residents, visitors and colleagues experience clean, welcoming environments every day.
- Cleaning schedules are completed efficiently and on time.
- Health & Safety and COSHH requirements are consistently followed.
- Equipment and cleaning materials are used safely and responsibly.
- Maintenance issues are identified and reported promptly.
- Positive working relationships are developed across all YMCA Derbyshire services.



Knowledge & Qualifications

Essential

- Understanding of Health & Safety within a cleaning environment.
- Awareness of COSHH principles and safe use of cleaning chemicals.
- Full UK driving licence.

- Access to your own vehicle.

Desirable

- Previous professional cleaning experience.
- Knowledge of infection prevention and control procedures.
- Basic understanding of safeguarding responsibilities.



Skills

We're looking for someone who can demonstrate:

- Excellent attention to detail.
- Pride in delivering high standards of cleanliness.
- Ability to work independently and manage their workload.
- Strong team-working skills.
- Good communication and interpersonal skills.
- Reliability and excellent time management.
- Ability to prioritise tasks effectively.
- Flexibility to work across different locations.
- A positive, can-do attitude.
- Respect for confidentiality and professional boundaries.



Experience

Essential

- Experience of working to agreed standards and procedures.
- Experience of working independently while contributing to a wider team.

Desirable

- Previous experience in housekeeping, commercial cleaning, hospitality or supported housing.
- Experience using professional cleaning equipment.
- Experience working within customer-facing environments.



Terms & Conditions

What You'll Get	The Formal Bits
• 33 days holiday (including Bank Holidays) • Pension auto-enrolment after 3 months • A role where your work genuinely changes lives • Supportive team and meaningful work every single day • People celebration event each year. (Celebrating our Peoples Achievements) • Recognition initiatives such as employee of the year and star of the quarter • Met Life EAP for you and online doctor for you and your family. • Life Assurance 2 times your annual salary • Christmas/ Easter and Quarterly Treats • Your Birthday off every year • Long Service rewards • Training and Development • Wellbeing initiatives • Subsidised Costco card	• 20 hours per week • Subject to two references, Enhanced DBS, and 6-month probation • Required to work within YMCA Derbyshire policies and procedures • Committed to equality, diversity, and inclusion in all we do

About YMCA Derbyshire (Why This Role Matters)

This is an exciting opportunity for you to join YMCA Derbyshire, a vibrant local charity that focuses on the following key areas of work:

- **Housing** - We provide over 200 bed spaces for individuals to support people to rebuild their lives we do this by creating a safe, stable environment where they can learn, grow and realise their potential, regardless of their past or present circumstances. Alongside this we provide affordable housing for young people.
- **Family and Youth Work** - We provide high-quality early years childcare and education services through our nurseries, before and after school clubs, holiday clubs and in schools education services. Family Support and Youth Work services are also available through our Community Hubs.
- **Support, Advice, Health, Wellbeing** – We offer a wide range of community services, including youth programmes, mental health support, horticultural activities, poverty relief through food provision, community pantries, and access to warm, welcoming spaces.
- **Training and Education** - Through YMCA Key College, we offer vocational training, work experience and employment pathways for young people who find mainstream education challenging. We also offer a range of bespoke employability programmes.



**Everyone should have a fair chance to discover who they are
and what they can become.**

Our Vision

Enabling young people and communities to thrive — to fulfil dreams, belong, grow, and prosper.

Our Mission

To develop the whole person: body, mind, and spirit.

Our Values (1 Corinthians 13:4–7)

Protect | Trust | Hope | Persevere

Together, we create places where people flourish.

Equality and Diversity Statement

YMCA Derbyshire is committed to promoting equality and diversity in all aspects of its operations. We value and embrace individual differences and believe that everyone should be treated with respect and dignity. We welcome people from all backgrounds, irrespective of age, disability, gender, race, religion, sexual orientation, or any other characteristic.

Safeguarding Matters Here

Safeguarding is central to everything we do. We're looking for someone who shares that commitment and puts the wellbeing of young people first, always.

Ready to Apply?

If you want a housing role that's about more than properties — it's about people — we'd love to hear from you.

Apply online at www.ymcaderbyshire.org.uk

