2026/0222

Armagh City Banbridge & Craigavon Borough Council

JOB DESCRIPTION

Post: Housekeeper

Directorate: Development, Community and Wellbeing

Department: Health and Recreation

Reports to: Duty Manager

Location: Banbridge Leisure Centre, however, the post holder may be required to work at other locations throughout the Borough.

Salary: Scale 1 SCP 4-5 £26,016 - £26,427 per annum, pro rata for part time staff (Full Time Equivalent is 37 hours per week).

Hours: 24 hours per week on a 3 week rota basis.
The post holder may be required to work outside normal hours including Bank Holidays, evenings and weekends.

(Please see sample rota below. This rota may be subject to change)

		Sun	Mon	Tue	Wed	Thur	Fri	Sat		
week 1	Start	07:00	06:00	06:00	06:00	00:00	06:00	00:00		
	Finish	12:00	10:00	11:00	11:00	00:00	11:00	00:00		
	Lunch	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
	Total Hrs	05:00	04:00	05:00	05:00	00:00	05:00	00:00		
	Paid Hrs	5.00	4.00	5.00	5.00	0.00	5.00	0.00	24.00	5.00
		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total Hours	Weekend Hours
week 2	Start	00:00	06:00	00:00	06:00	06:00	06:00	07:00		
	Finish	00:00	11:00	00:00	10:00	11:00	11:00	12:00		
	Lunch	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
	Total Hrs	00:00	05:00	00:00	04:00	05:00	05:00	05:00		
	Paid Hrs	0.00	5.00	0.00	4.00	5.00	5.00	5.00	24.00	5.00
		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total Hours	Weekend Hours
week 3	Start	00:00	06:00	06:00	06:00	06:00	06:00	00:00		
	Finish	00:00	11:00	11:00	11:00	11:00	10:00	00:00		
	Lunch	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
	Total Hrs	00:00	05:00	05:00	05:00	05:00	04:00	00:00		
	Paid Hrs	0.00	5.00	5.00	5.00	5.00	4.00	0.00	24.00	0.00

Total Hours	72.00
Average Hrs	24.00
Weekend Hrs	10.00

Duration: Permanent

The Council may retain a list of successful reserve candidates arising from this recruitment for any vacancies which may arise which are the same grade and similar duties. Such a reserve list will be compiled and held for a period of 12 months from the date of interview.

All employees are expected to model the Customer Care behaviours of "Serve Passionately, Engage Positively and Deliver Consistently."

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JOB PURPOSE:
Committing to the one-team ethos, you will be flexible and collaborative, and you will actively support all colleagues and other activities necessary to deliver the service objectives.

As a Housekeeper, you will keep the centre clean, tidy and hygienic to ensure an excellent standard of facility for all customers.

MAIN DUTIES AND RESPONSIBILITIES:

1. Clean and tidy all areas, as defined within the specification and operating manuals for the Centre to a high standard, ensuring compliance with health & safety procedures.

2. Remain fully conversant with all emergency procedures and take part, as trained and directed, in emergency situations.

3. Organise and maintain chemical and equipment stores and usage in compliance with safety standards (COSHH).

4. Report all/any areas of concern e.g. safety, maintenance or hygiene.

5. Keep records as required.

6. Provide customers with information and assistance, as appropriate.

7. Be flexible and collaborative and actively support all colleagues and other activities or processes which impact on the performance of the Centre.

8. Undertake any other relevant duties that may be required and are commensurate with the nature and the grade of the post.

Please note - employees must remain on site for the duration of all breaks which may be interrupted due to the requirements of the service. Paid meal breaks are normally of half hour duration. The timing of such breaks will be determined by operational requirements. Employees will be reimbursed this time.

In addition to the standard pre-employment checks, this position will also be subject to receipt of a satisfactory Basic Access NI check.

Please note that completed applications must be submitted not later than the closing date and time as stated on the application form.

Human Resources Section (Craigavon Office)

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November 2026