

## SOPHIA HOUSING ASSOCIATION

### JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title</b>	Part Time Hygiene Attendant – Sophia Housing, Tullamore
<b>Location</b>	Sophia Regional Supported Temporary Accommodation Service, Cill Bhride, Ardan, Tullamore, Co Offaly
<b>About Sophia</b>	<p>Sophia is a national organisation that has been supporting people as they emerge from homelessness since 1997.</p> <p>Sophia is a niche service provider for two reasons; Firstly, it sees the provision of home of one's own as the primary response to homelessness and the intervention that Sophia is exclusively focused on. Secondly as an Approved Housing Body, its core mission is to provide homes for individuals, couples and families who not only need a home but also present with other support needs.</p> <p>Our Regional Supported Temporary Accommodation Service (RSTA) offers accommodation in a warm and caring environment, providing residents with the opportunity and support to make the changes in their lives that they want to make. We strive to link residents back into their community by supporting them in every step to rebuild their lives.</p>
<b>Reporting to</b>	Project Manager
<b>Contract</b>	Fixed term
<b>Hours</b>	20 hours per week over 5 days (Monday to Friday)
<b>Job Purpose</b>	To provide a high standard of cleanliness and hygiene across the premises of the accommodation service, ensuring a safe, welcoming, and dignified environment for individuals experiencing homelessness. The Hygiene Attendant plays a key role in supporting the health and wellbeing of residents and staff by maintaining a clean and sanitary space.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• To have regard for the objectives and ethos of Sophia Housing Association.</li><li>• Perform cleaning duties in communal areas, bathrooms, kitchens, offices, stairways, and resident rooms (as required).</li><li>• Ensure all high-touch surfaces are disinfected regularly to reduce the risk of infection.</li><li>• Safely use cleaning equipment and chemicals in accordance with health and safety guidelines.</li><li>• Follow cleaning schedules and complete records/logs to document work completed.</li><li>• Respond promptly to any urgent cleaning needs (e.g., spills, accidents).</li><li>• Maintain cleaning supplies and inform the manager when stock needs replenishing.</li></ul>

	<ul style="list-style-type: none"> <li>• Report any maintenance issues or health/safety hazards to management.</li> <li>• Treat all residents with dignity and respect, maintaining confidentiality and professionalism at all times.</li> <li>• Adhere to infection control procedures and health and safety policies.</li> <li>• Cooperate with staff and external service providers (e.g., pest control, maintenance) as needed.</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>• Experience in commercial or residential cleaning.</li> <li>• Knowledge of health and safety regulations.</li> <li>• Ability to work independently and manage time effectively.</li> <li>• Respect for the dignity and privacy of residents.</li> <li>• Awareness and sensitivity to the issues faced by people experiencing homelessness.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience working in a support or care environment.</li> <li>• Basic understanding of safeguarding and infection control procedures.</li> <li>• Ability to communicate clearly with diverse groups of people.</li> </ul> <p><b><u>Application Process:</u></b>  Please forward a Cover Letter and CV to  <b>Recruitment@sophia.ie</b>  The closing date for receipt of applications is  <b>Wednesday, 11<sup>th</sup> June 2025</b></p>
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