



## ***Housekeeper - Adult Services***

### **Tā mātou mahi | We offer**

We offer a supportive environment where you can learn and grow in your expertise. You will join whānau that lives by our values and enjoys making a difference in tāngata whaikaha lives. We would like you to thrive in your role and offer training where needed, e.g., Recovery Start methodology. Paid birthday leave (after six months employment).

*This is a permanent full-time role on a regular 80 hours per fortnight*

### **Mō Te Tūranga | About The role**

We need an amazing Housekeeper in our Adult Services team, to work alongside our Support Workers and tāngata whaikaha. This is a wonderful opportunity to make the role your own and make a real difference to the business.

### **In this role you will:**

- Maintain a healthy living environment
- Enable tāngata whaikaha/consumers to have a great stay in terms of comfort, cleanliness, and nutrition
- General housekeeping including kitchen, bathroom, and laundry daily
- Work alongside the tāngata whaikaha/consumers to maintain shared areas
- Maintain food budgets within guidelines set out by the Service Manager
- Manage pre-determined menus at each site
- Prepare lunch and evening meals with additional help from support workers
- Maintain kitchens at each site which includes appliance servicing or replacement, fridge temperatures, food safety items, PPE etc.
- Monitor and keep stores stocked, including a 3-day emergency food rotation

### **Mōu | About you**

We would like you to have the ability to build and maintain positive working relationships with colleagues and tāngata whaikaha.

- A caring and compassionate nature.
- A good understanding of infection control
- A full relevant class unendorsed motor vehicle license.
- Confident in using computing systems and cloud-based systems.

### **Mō mātou | About us**

We are a faith-based organisation, delivering mental health recovery services, and our mission is to journey with people to find a place of standing, hope, recovery, and wellness. We champion our values of Faith, Grace, Hope, Love, and Integrity in our work by bringing the best of ourselves to every situation and put the wellbeing of all the people we care for, first.

To find out more about this vacancy, please refer to the position description or contact Lynda Francis at [lyndaf@stepstone.org.nz](mailto:lyndaf@stepstone.org.nz) or visit our website [www.stepstone.org.nz](http://www.stepstone.org.nz)

To view the Position Description and apply for this job go to:  
<https://steppingstonetrust.recruitment.co.nz/Vacancies> & enter ref code: 6081256.

Applications close 18 September 2022

Apply now if this sounds like a bit of you, we look forward to receiving your cover letter and CV.

*\*\* As these positions are covered under the Public Health Response (Vaccinations) Order 2021, a condition of employment is that staff are fully vaccinated.*

*\*\* Our organisation has a strong commitment to safeguarding vulnerable people; and any employees will be vetted to a level appropriate to the role for which they have applied.*