



**CONDITIONS OF SERVICE
Housekeeper
Age UK Plymouth**

Responsible to	Lead Housekeeper & Head of Operations
Hours of work	20 per week working 3 - 4 days per week on a rolling 4-week rota. This includes some weekend shifts. Additional hours might be required from time to time to cover staff absence, flexibility is therefore required.
Rate of pay	£11,897.60 per annum/£11.44 per hour
Place of work	Primarily William & Patricia Venton Centre, Mount Gould.
Probationary period	Subject to the satisfactory completion of a six month probationary period
Termination of employment	One month's notice in writing is required by either party. (Not applicable during probationary period, where statutory terms apply)
Holiday entitlement	The equivalent of 5.6 weeks per year pro rata in accordance with the employee handbook. 1 additional day added after each year of completed service up to a maximum of 5 days.
Sick pay entitlement	Company sick pay after successful completion of probation period