



## Job Description

<b>Position Title</b>	<b>Housekeeper</b>		
<b>Location</b>	Homes throughout the portfolio		
<b>Reporting to</b>	Home Manager		
<b>Position Number(s)</b>			
<b>Working Pattern</b>	Varied		
<b>Effective date of JD</b>	April 2023	<b>Job Number</b>	

### Job Purpose

Reporting Directly to the Home Manager, the purpose of this job is to provide a hygienic environment for our residents and staff, providing the highest standards of cleanliness and ensuring compliance with infection control procedures. The role requires that tasks are undertaken in a sensitive and person centred way, placing the residents needs at the centre of everything we do.

Housekeepers are expected to work in a unified and flexible manner along with the rest of the team on shift to deliver excellent quality services. The tasks will be varied and you will work across all areas of the home including in the kitchen, helping with washing up of dishes, plates and cutlery as well as with laundry, ironing, vacuuming and other general cleaning and housekeeping duties.

This role requires the ability to fulfil all aspects of the role with confidence and fluency in English.

### Main duties and responsibilities

- Carry out all cleaning duties as directed by the Home Manager to the required Company standards. Cleaning duties can be in any area of the home.
- Ensure that daily and deep cleaning schedules are adhered to.
- Ensure that all cleaning equipment is correctly and safely used and kept in a safe condition.
- Report any defects to the Registered Manager.
- To be sensitive to the privacy and individual needs of the residents.
- To comply with COSHH regulations.
- To adhere to infection control polices at all times.
- To ensure the correct use of PPE.
- To follow the correct use of colour code systems within the home
- To ensure all necessary documentation is completed daily.
- Maintain stock levels, rotating as necessary and advise the Registered Manager when stock levels are low.
- To ensure that personal laundry is correctly returned to the Resident for use after laundering, drying and ironing.
- Any other duties as requested by the Registered Manager



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### Person specification: Housekeeper

Attribute	Essential	Desirable	Method of Assessment
Management	<ul style="list-style-type: none"> <li>Maintain a high standard of personal presentation and hygiene</li> </ul>	<ul style="list-style-type: none"> <li>Excellent self-management skills</li> </ul>	Application Form
Experience	<ul style="list-style-type: none"> <li>Previous cleaning experience preferred</li> <li>None required as training can be given</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a care environment</li> <li>Previous experience in a similar role</li> </ul>	Application Form Interview
Practical Skills	<ul style="list-style-type: none"> <li>Able to produce good quality outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Basic knowledge of Health and Safety and COSHH regulations</li> </ul>	Application Form Interview
Communication	<ul style="list-style-type: none"> <li>Good communication skills.</li> <li>Ability to fulfil all spoken aspects of the role with confidence and fluency in English.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Interview
Personal Qualities	<ul style="list-style-type: none"> <li>Calm, diplomatic and objective</li> <li>Able to work on own initiative</li> <li>Excellent time management skills able to priorities and be responsive</li> </ul>	<ul style="list-style-type: none"> <li>Ability to problem solve</li> </ul>	Application Form Interview
Technology / IT Skills	<ul style="list-style-type: none"> <li>able to use IT confidently – training and SWCH software programs</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of PCS and Coolcare</li> </ul>	Application Form
Education and Training	<ul style="list-style-type: none"> <li>None required as training can be given</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Application Form Interview Certificates
Equal Opportunities	<ul style="list-style-type: none"> <li>Understanding of equal opportunities in the workplace</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Demonstrate knowledge at Interview
Other relevant factors	<ul style="list-style-type: none"> <li>Willingness to attend all relevant training as required and staff meetings</li> <li>Flexibility, and a 'can do' attitude</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Interview