

JOB SPECIFICATION



POST TITLE: Housekeeper

RESPONSIBLE TO: Housekeeping Supervisor/Service Manager

JOB PURPOSE: To manage overall cleanliness and hygiene of the facility.

MAIN DUTIES AND RESPONSIBILITIES:

1. Promote and ensure the good reputation of the Service. To maintain and demonstrate a positive attitude towards clients, staff and others.
2. Prioritise work.
3. To demonstrate non-discriminatory practice in all aspects of work.
4. Involvement in creating and maintaining cleaning regimes - daily, weekly, periodically etc. for the Service (excluding kitchen for which Chef has responsibility).
5. To support the development of the process, practices and delivery of Active Care and recovery.
6. Ensure that equipment is clean and well maintained.
7. Fill out monthly stock sheets.
8. Liaise with the Service Manager/supplier when ordering cleaning products, report on their effectiveness as well as undertaking monthly stock checks and ensuring safe storage.
9. Ensure that the following are carried out:
 - a. Thorough cleaning of all areas of the Service, excluding those maintained by the Kitchen Staff; safeguarding risk assessment / safety of workplace.
 - b. To ensure cleaning schedule is maintained and documented evidence is completed.
10. Undertake any necessary training including COSHH/Mandatory training etc.
11. Report immediately to the Service Manager any illness of an infectious nature or accident incurred by a Client, Colleague, self or another.
12. Notify the Service Manager as soon as possible of the inability to work, and also on return to work, from all periods of absence.
13. Maintain complete confidentiality of all matters concerning the Service, Clients, Staff and related work.
14. To ensure quality targets are set in accordance with agreed standards.

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15. Participate in Staff and Client meetings and attend training sessions as required.
 16. Participate in agreed systems of approved and individual performance review in the role of the employee.
 17. Understand and ensure the implementation of the Service's Health and Safety Policy, Emergency and Fire Procedures.
 18. Report any faulty appliances, damaged furniture or equipment and any potential hazard to the Service Manager.
 19. Ensure the security of the Service is maintained at all times
 20. Adhere to all Group policies and procedures within the defined timescales, NCSC Standards and Guidelines and Regulations, Department of Health guidelines and Legislation, including the Mental Health Act and Code of Practice.
 21. In emergencies, details should be given to both the Service Manager and Head of Care as soon as possible.
 22. Undertake other duties, as required, by the Head of Care or Service Manager.

PERSON SPECIFICATION

For new appointments, a selection panel will assess each of the points below against what you have written on the application form – so, as a job applicant, you should explain, by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.

To do this job effectively a person will need:-

Knowledge

1. Knowledge of COSHH
2. Knowledge of Electrical Cleaning Equipment
3. Understanding and demonstration of personal hygiene

Skills

4. Basic literacy
5. Communication skills
6. Team working
7. Able to use own initiative
8. Team Player
9. Positive approach
10. Ability to assist patients with daily living skills
11. Ability to maintain confidential information.
12. Comfortable with patient contact.

Qualifications

Desirable

13. COSHH training
14. Health & Safety training

Experience

15. Housekeeping/domestic work within residential care environment.

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NB Applicants must meet any age requirements set by the relevant regulatory body

This Job Description indicates the main duties and responsibilities of the post and it is not intended as an exhaustive list.

Please add signature and date indicating acceptance of this Job Description.

JobholderSigned Date:

ManagerSigned Date: