

JOB DESCRIPTION

TITLE OF POST	HOUSEKEEPER
REPORTS TO	HEAD HOUSEKEEPER
RESPONSIBLE	MANAGER

1. Job Summary

Provide cleaning and general housekeeping services, in accordance with the standards for the department

Comply with Cygnet health Care policy and Procedures, relevant to the safe and effective functioning of the Home.

2. Key Duties

Carry out cleaning and laundry duties in the Home, as directed by the Manager, in accordance with the agreed housekeeping standards.

Follow any instructions given for working safely and carry out all activities in accordance with the relevant Policy and Procedure.

Under the direction of the head of Department, participate in the annual programme of deep cleaning.

Function as part of the Housekeeping team assisting and supporting colleagues to work effectively.

3. Training and Development

Attend as directed and comply with arrangements for induction and other training and development, The Health and Safety at work Act 1974 and The Care Quality Act 2001.

This Job description will be reviewed periodically in the light of developments within the Nursing home and Cygnet Health Care, in consultation with the Post Holder.

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Signed in agreement following discussion:-

Print Name _____ Signature _____

Date _____