**Regional Houskeeper – Job Description**

Reporting to: - Operations Director

Direct reports: - Site Based Housekeepers in the West Yorkshire Region

Place of Work: - Cygnet Healthcare Division West Yorkshire Region

**Job Summary**

Regional Head of Housekeeping to support and oversee 4 West Yorkshire services

**Responsibilities**

* Direct competency assessment of the housekeeping team members
* Leadership of all housekeeping teams
* Oversight of lead housekeepers and their team’s compliance with expected cleaning standards
* Direct line management of lead housekeepers
* Prepares and presents compliance reports for clinical governance meetings
* Delivers planned and adhoc training as required
* Works closely with and supports IPC leads with achieving expected standards as per national guidance
* Oversight of the recruitment and competency based induction of new HK team members
* Any other duties necessary for the successful performance of the role.
* Hold self to high standards which are modelled to others
* Promotes and facilitates the creation of a care environment which they would be happy for their loved one to be cared for in

**Company Values**

Responsible for embodying, and encouraging in others, the Company Values, using the behaviours identified for each value as a basis for decision making and your behaviour.

**Equal Opportunities**

It is the responsibility of every person to act in ways that support Equality, Diversity and Inclusion. Equality, Diversity and Inclusion is related to the actions and responsibilities of everyone. You are required to carry out your duties in line with the company’s policies and procedures, including relevant legislation, to deliver and promote inclusion and equity in treatment of colleagues and those within our care and access to opportunity at work at all times.

**Mandatory Training**

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

**Key Skills & Experience**

* Detail conscious & organised
* Able to work quickly whilst maintaining accuracy
* Supportive and flexible
* Great communication skills
* Ability to multi-task & organised
* Resilient
* Excellent customer service skills
* Effective team worker

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.

Name:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_