

Role Profile for Housekeeper

Job Title	Housekeeper
Reports to	Home Manager / Bursar / Head Housekeeper
General scope of post	Accountable for maintaining the cleanliness and tidiness of the establishment. Where specified, providing a laundry service including the operation of commercial washing and drying machines.
Key Accountabilities	<ul style="list-style-type: none"> • Keeping all areas of the Home, clean and tidy. • Ensure the wishes of the resident and/or their key carer are adhered to in relation to room cleaning. • Ensuring that all cleaning equipment/materials are maintained in a safe, clean and efficient working condition. Where an item of equipment requires repair this should be reported. • Comply with Trust guidelines and policies. • Maintaining friendly contact with residents and respecting their right to choices, dignity, privacy and confidentiality at all times. • Responsible for all laundry duties in the home.
Number of Direct Report	This role has no direct reports
Financial Responsibility	This role holds no financial responsibility
Knowledge, skills & Abilities	<p>Must be able to demonstrate literacy and numeracy skills in the English language</p> <p>No formal qualifications</p> <p>Willing to work towards Level 2 Diploma in Housekeeping or equivalent</p> <p>Must be able to demonstrate literacy and numeracy skills</p> <p>Understanding of responsibilities under HSAW Act, COSHH, Infection Control, Essentials of Food Hygiene</p>

ESSENTIAL	DESIRABLE
<p><u>Qualifications</u> No formal qualifications Must be able to demonstrate literacy and numeracy skills</p>	<p>Level 2 Diploma in Housekeeping or equivalent</p>
<p><u>Experience</u> Housekeeping experience in a domiciliary or family setting</p>	<p>Previous housekeeping experience within a residential home setting.</p>
<p><u>General Aptitude</u> A liking for older people and the ability to relate to them in a sensitive manner. Pride in housekeeping provision</p>	
<p><u>Motivation</u> A positive attitude and commitment to high standards of housekeeping whilst respecting the individual wishes of residents in whose home he/she is working</p>	
<p><u>Knowledge</u></p>	<p>Understanding of responsibilities under HSAW Act, COSHH, Infection Control, Essentials of Food Hygiene.</p>
<p><u>Specific Skills</u> Ability to work on own initiative and prioritise work schedules Good communication skills</p>	<p>Ability to organise activities and outings.</p>
<p><u>Interpersonal Skills</u> The ability to form positive relationships with colleagues</p>	
<p><u>Team Skills</u> The ability to work as part of a team and to promote harmonious working relationships</p>	