

Role Profile for Housekeeper

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| 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> |

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Person Specification

| ESSENTIAL | DESIRABLE |
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| <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> | |