

## **JOB DESCRIPTION**

### **HOUSEKEEPER**

#### **General Scope of the Post**

Accountable to Administrator and Home Manager for maintaining the cleanliness and tidiness of the establishment. Where specified, providing a laundry service including the operation of commercial washing and drying machines.

To promote the philosophy of privacy, dignity, independence, choice, rights and fulfilment for all clients, treating everyone with respect and encouraging participation in domestic tasks if wished with due consideration to managed risk taking:

#### **Principal Duties**

##### **Domestic**

- Keeping all areas of the Home, including all toilets, clean and tidy. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Discussing with the resident and/or their keycarer individual rights and choices 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 to the Administrator.
- Ensuring that the Administrator is aware of the need for replacement materials and equipment for the satisfactory performance of the duties.
- Wear protective clothing in accordance with COSHH and Health and Hygiene regulations and Infection Control guidelines
- Maintaining a friendly contact with users of the service respecting their right to choices, dignity, privacy and confidentiality at all times.

##### **Laundry**

*(where domestic duties allow and by agreement with employee)*

- Sorting washing, load and unload machines taking care to use correct temperatures depending on types of fabric.
- Sluicing of linen where necessary, hand-washing of resident's clothing as required.
- Ironing and pressing of clothing and linen as necessary.
- Sorting and folding residents clothing ready for repair and putting away.
- Ensure working within the infection control guidelines
- To undertake such other duties as may be determined from time to time within the general scope of the post.

#### **General Requirements**

In addition to the above, there are some general requirements that apply to all jobs in the Care Home:

- Take responsibility for the safeguarding of adults, and follow the Trust's whistleblowing policy as required.
- Participation in staff meetings.
- Participation in training activities.
- Participation in quality assurance systems.
- All duties must be carried out to comply with:-

- Notification of accidents and other Health & Safety requirements.
- Statutory legislation, in particular COSHH and Hygiene regulations.
- Nationally and locally agreed Codes of Good Practice.
- Fire Precautions.
- Equal opportunity principles and the Trust's anti-discriminatory policy.

**Health and Safety**

To be responsible for your own health and safety and that of anybody else who may be affected by your acts or omissions.

## PERSON SPECIFICATION

### HOUSEKEEPER

ESSENTIAL		DESIRABLE	
<u>Qualifications</u> No formal qualifications. Must be able to demonstrate literacy and numeracy skills.	E1	Level 2 Diploma in Housekeeping pr equivalent	D1
<u>Experience</u> Housekeeping experience in a domiciliary or family setting.	E2	Previous housekeeping experience within a residential home setting.	D2
<u>General Aptitude</u> A liking for older people and the ability to relate to them in a sensitive manner. Pride in housekeeping provision.	E3		
<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.	E4		
<u>Knowledge</u>		Understanding of responsibilities under HSAW Act, COSHH, Infection Control, Essentials of Food Hygiene.	D3
<u>Specific Skills</u> Ability to work on own initiative and prioritise work schedules. Good communication skills.	E5	Ability to organise activities and outings.	D4
<u>Interpersonal Skills</u> The ability to form positive relationships with colleagues.	E6		
<u>Team Skills</u> The ability to work as part of a team and to promote harmonious working relationships by recognising that everyone has a contribution to make.	E7		