

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	• 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	Must be able to demonstrate literacy and numeracy skills in the English language No formal qualifications Willing to work towards Level 2 Diploma in Housekeeping or equivalent Must be able to demonstrate literacy and numeracy skills Understanding of responsibilities under HSAW Act, COSHH, Infection Control, Essentials of Food Hygiene

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Person Specification

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