

JOB DESCRIPTION

POST: Housekeeper

ACCOUNTABLE TO: Head Housekeeper

JOB PURPOSE

To be part of a team responsible for following the home's routine to provide a clean and odour free living and working environment.

KEY RESPONSIBILITIES

Domestic

1. In conjunction with the needs and wishes of our residents and the home's Management, thorough and complete cleaning of all floor coverings, paintwork, furniture, throughout the home, both in the residents' private rooms and all public areas.

Laundry

2. Launder residents clothing in accordance with Company procedure.
3. Ensure all residents clothing is labelled correctly and returned to the correct resident.
4. Sew any garments that require mending before returning them to the residents rooms (replace lost buttons, sew up hems or seams etc).
5. Keep the laundry and linen rooms clean and tidy using appropriate equipment. Report any equipment faults immediately to a senior member of staff.

General

6. Comply with all policies and procedures, including COSHH regulations, with regard to cleaning products and use of chemicals.
 7. Keep the cleaning equipment in good working order by completing light maintenance tasks including the emptying of vacuum cleaners, cleaning filters, cleaning out mops and buckets after use etc.
 8. Work as a team player to create and maintain a co-operative, friendly and welcoming atmosphere within the home.
 9. Report any concerns regarding Health and Safety including equipment faults to a senior member of staff.
 10. Attend induction, staff meetings, supervision and appraisals, and all required training and have a willingness to learn.
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11. To undertake any other comparable duties as may be required by the management of the home.

To undertake to live by our Care South **HEART Values** of **Honesty, Excellence, Approach, Respect and Teamwork**, and to make them fundamental to the way you work and the way in which you treat your colleagues.

Person Specification

Competency

Essential

Desirable

Knowledge of

- Awareness of COSHH, fire precautions, infection control and health and safety

Experience of

- Laundry or Housekeeping role

Skills, Characteristics and Attributes

- Effective written and verbal communication skills
 - Organised, methodical, honest and committed approach to ensure the required standards are met
 - Patient and calm demeanour in the face of obstacles or crises
 - Enthusiastic with a positive attitude to work
 - Resilient and able to cope with change
 - Able to work on own initiative and as part of a team to meet common goals
 - Contributes to a working environment which respects and values the individual and is free from bullying & harassment and all forms of discrimination
- An awareness of the core values of Care South to provide high quality service

