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| **Job title:** | Housekeeper |
| **Responsible to:** | Team Leader / Shift Manager |
| **Holiday/Sickness Relief:** | Care Support Workers |

**Purpose of the Job**

* To promote and work within our values:



* To carry out cleaning duties and maintaining hygiene and tidiness in all areas of the home as required.
* To work within our Code of Conduct / Behaviour Charter.

**Specific Duties & Responsibilities**

* To be aware of and work within charity policies and procedures ensuring that all relevant legislation is implemented and followed.
* To carry out cleaning duties as allocated on all areas of the care home, including kitchens and laundry areas and equipment, aids and adaptations in the home and grounds.
* To carry out simple food preparation, assist in the serving of meals and the setting and clearing of dining tables.
* To safely store all equipment and materials and maintain stock levels
* To sluice, wash, iron, and organise Residents' clothing and bedding, and do basic clothing repairs as needed.
* To tidy and clean Residents' personal space including the washing of chairs, commodes, wheelchairs and aids and adaptations as necessary.
* To make sure Residents' nutritional needs are met according to their care plan.
* To respect Residents' privacy and dignity while helping them stay independent and ensuring their confidentiality.
* To greet and deal with all visitors in a professional manner.
* To understand and comply with fire precaution procedures and health and safety regulations.
* To participate in meetings, reviews, staff development, appraisal and supervision as required within charity policies.
* To buddy new staff.
* To participate flexibly in rotas and routines as required by the charity.
* To attend and fully participate in training as required by the charity.
* To perform any other tasks that fit your role.
* To keep accurate records and reports using the charity recording and information systems (PCS) as required.
* To complete any other reasonable tasks assigned by the management team

**Person Specification**

* Be adaptable to changing priorities.
* Have 1 years’ experience in a similar role.
* Have excellent observational skills
* Be able to build trust and rapport
* Have good time management and organisational skills
* Be willing to learn and develop
* Have an awareness of COSHH
* Be approachable and able to connect and empathise with others
* Be able to use basic tech devices

**This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.**

***I confirm I have received a copy of this job description***

***Name:***

***Signature:***

***Date:***