

<b>Job title:</b>	Housekeeper
<b>Responsible to:</b>	Team Leader / Shift Manager
<b>Holiday/Sickness Relief:</b>	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.

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### **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.**