

Volunteer Role Description	Housekeeping Volunteer
Reports to:	Registered Manager

Who are we?

Sheffcare is a registered charity providing residential care, day care, and specialist dementia care for older people in Sheffield. Established in 1994 when local authority care homes were transferred to charitable ownership, we operate nine care homes and two day-services across the city. Our charity is committed to offering high-quality, compassionate care at affordable prices, reinvesting any surplus into enhancing our services and facilities.

What are our values?

- Sheffcare is a charity aiming for everyone to have a good day every day through:



Purpose of the Role

- As a Housekeeping Volunteer, you will help create a clean, safe, and welcoming environment for our residents and visitors.
- At Sheffcare, our goal is simple: **to make sure everyone has a good day, every day.**
- You will:
 - Support staff with housekeeping duties across the care home.
 - Help maintain high standards of health, hygiene, and tidiness.
 - Contribute to a pleasant, comfortable atmosphere that residents can enjoy.

What You'll Do

Supporting Housekeeping

- Assist staff with a variety of housekeeping tasks throughout the home, including shared spaces, bedrooms, and outdoor areas.
- Support with laundry tasks such as washing, ironing, and putting away clothing.
- Help set and clear tables, and assist in cleaning kitchen areas.
- Organise wardrobes and drawers, ensuring bedrooms are tidy and comfortable.

Care for Equipment

- Safely store equipment and materials after use.
- Follow all Sheffcare health, safety, and hygiene procedures.

Creating a Pleasant Environment

- Ensure that all areas of the home are welcoming and comfortable for residents and visitors.
- Take pride in keeping spaces presentable and homely.

What We're Looking For

We'd love to hear from you if you:

- Share Sheffcare's values.
- Are compassionate and committed to providing a high standard of service.
- Have enthusiasm for cleaning and attention to detail.
- Can adapt your communication to support people with different needs (e.g., dementia, hearing loss).
- Understand the importance of following policies, procedures, and guidance.

Important Information

- This role description outlines the main responsibilities but is not a complete list.
- You will always be supported by Sheffcare staff in your role.

Agreement

I confirm that I have received a copy of this role description.

Name	
Signature	
Date	

Our Commitment to Inclusion

- Sheffcare is an equal opportunities employer and values diversity in our staff and volunteers.
- We welcome applications from people of all backgrounds, experiences, and identities.
- We believe that different perspectives enrich the lives of both our residents and our teams.