

## **JOB DESCRIPTION**

**JOB TITLE:** Housekeeper (domestic staff)

**RESPONSIBLE TO:** Home Manager

### **Purpose of Position**

To ensure the clean and hygiene maintenance of the home.

To keep a high standard of appearance to contribute to the quality of care and lifestyle afforded to each service user. This is particularly applicable to each service users Privacy and dignity and in respect of each service user's personal possessions.

### **Principal responsibilities**

To clean all allocated rooms including furniture, fittings, fabrics, carpets and equipment in accordance with laid down cleaning procedures.

To carry out such procedures with due regard to fire and accident prevention

To assist in monitoring stock levels of cleaning materials and toiletries

To be aware of the Health and Safety statement and of the COSHH statement

To clean sanitary and other equipment, with particular attention to guidelines for the control of germs and infestation

To carry out a brief check of possible safety hazards when cleaning service users rooms and to report any possible hazards to the Home Manager

To ensure safe operation and maintenance, as needed, of all cleaning equipment. To remove from use and to report to the Home Manager any item of equipment found to be faulty or deemed unsafe.

To deal with the waste bags and their prescribed disposal

Cleaning of carpets

To be part of the cleaning rota and share in the cleaning duties

To contribute to staff meetings and encourage motivation and a good working atmosphere

To perform other such reasonable duties as may be required To attend all statutory training and any other training as deemed necessary by the Registered Manager to



ensure that appropriate levels of competence is maintained in the Care of Older People.

To attend Supervision sessions and actively contribute to the sessions as per care Standards Requirements

To participate in annual performance reviews and agree specific objectives

To attend a minimum of 4 staff meetings per year

This Job Description is not exhaustive and other duties commensurate with the role of Housekeeper as designated by the Home Manager or Registered Manager may be included with this job description