



JOB DESCRIPTION - HOUSEKEEPER

REPORTS TO: Home Manager

RESPONSIBILITY: To undertake hygiene and housekeeping duties concerned with the operation of the care home and other similar establishments

To supervise the day to day running of the Domestic Staff, who are working within the team to ensure a high degree of cleanliness in all areas of the care home.

To have a fundamental knowledge regarding the rules and regulations that governs Control of Substances Hazardous to Health (COSHH)

To take part in any associated training activities in order that you ascertain the skills and knowledge to carry out your role in an effective and safe manner

To ensure that as much of a stimulating and attractive environment as possible is provided for the residents

To put residents at the heart of all we do

KEY ACCOUNTABLES:

- To ensure cleaning of all areas within the care home are hygienically cleaned to the highest of standards at all times and that all housekeeping duties are carried out in an efficient and timely manner.
- To ensure that the kitchen area is cleaned including the laying and cleaning of tables, washing up and ensuring that food preparation areas are hygienically cleaned and maintained.
- To organise the day to day work requirements and set the required standards against which the work will be checked in accordance with correct procedures on an 'as and when' required basis.
- To carry-out all laundry duties including the ironing, folding and storing of resident's clothing.
- To be able to operate all powered equipment in a safe and efficient manner.
- To assist in creating a supportive, homely and safe environment for all residents and other members of staff.
- To assist and support other care home staff at meal times.
- To carry out the necessary housekeeping duties ensuring that the home remains clean and homely at all times. This includes the care of linen, resident's personal laundry, making beds and ensuring resident's bedrooms are clean and tidy and to assist with any other housekeeping duties that may arise.
- To ensure the residents' emotional and social wellbeing is maintained by actively communicating and listening to them, promoting their independence at all times.

- To ensure all documentation relating to the residents' care is updated and maintained to the highest of standards.
- To assist with recruitment of the staff and devise and implement procedures to minimise staff turnover.
- To implement staff rotas in an effective and creative manner and monitor attendance.
- To supervise and support Domestic Assistants and other members of staff and act as a mentor.
- To assist, support and identify Domestic Assistants' training and development needs.
- To act as a role model and consistently display a courteous and helpful manner.
- To report any maintenance or health and safety issues to the Home Manager.
- To ensure that attendance to both mandatory and required training courses are met in order that skills, knowledge and competency levels are maintained to carry out the role efficiently and effectively.
- To attend all staff meetings and staff supervision sessions as and when required.
- To ensure the required QCF training is met in order to carry out the role efficiently and effectively.
- To comply with all job related policies, procedures, regulations and rules including health and safety and welfare of the residents and your colleagues.
- It is the responsibility of every member of staff to protect themselves and others against an infection risk. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to the manager. All staff undertaking patient care activities should attend infection control training and updates as required by this organisation.
- It is the personal responsibility of all staff to act in accordance with the Care Act 2014, (England). The Nursing Regulations (Northern Ireland) 2005. The Residential Care Homes Regulations and Associated Minimum Standards (NI)
- It is the responsibility of every member of staff to ensure compliance with health and safety at work legislation.

To be flexible and perform any other duties that may arise from time to time to meet the ongoing needs of the company.

I,, accept and agree to be bound by the objectives and accountabilities of the job descriptions as set out above.

Name	
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Signature	
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Date	
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PERSON SPECIFICATION
HOUSEKEEPER

	COMM	ESSENTIAL	DESIRABLE	ASSESSED BY
EDUCATION	- Health and Safety - QCF Level 2 in Cleaning - Basic Food Hygiene Certificate - Safe Moving/Handling training		D D D D	
EXPERIENCE	- Housekeeping/cleaning experience - Experience of working in a Care Home - Experience of working with older people	E	D D	Documentation Interview/Ref/Documentation Interview/ Ref/Documentation
KNOWLEDGE	- COSHH - Health & Safety Legislation - Understand the need for confidentiality - Safeguarding Vulnerable Adults	E E E	D	Documentation Interview Interview
SKILLS/COMPETENCIES	COMMUNICATION - Good Communication skills - Active Listening - Ability to engage with residents PERSONAL DEVELOPMENT - Prepared and able to achieve Level 2 QCF - Committed to continuous professional development SERVICE DELIVERY - Committed to the delivery of	E E E E E E		Interview Interview Test Interview Interview Interview

	excellence • Excellent cleaning skills • Excellent laundry and ironing skills • Promoting and encouraging resident independence • Respectful and caring • Ability to assist with moving and handling of equipment as required •	E E E E E E E		Interview Interview Test Interview
BEHAVIOURS	• Being a good role model setting a good example • Honest • Approachable • Flexible • Showing courtesy to all staff	E E E E E		Interview Interview Interview Interview Interview

In accordance with the Equality Act 2010 and the Disability Discrimination Act 1995 (Amended) & Regulations (Northern Ireland) 2004 - reasonable adjustments will be made to the above requirements to accommodate a suitable candidate with a disability