



JOB DESCRIPTION

Job Title	Housekeeper
Responsible To	Home Manager

Purpose of Position

To ensure the clean and hygienic maintenance of the home at all times. To ensure the home maintains a high standard of appearance which will in turn contribute to the quality of care and lifestyle afforded to each client. To lead the domestic/laundry team ensuring that high standards are maintained.

WORKING RELATIONSHIPS

Internal

To have a commitment to multidisciplinary team working and therefore the working relationship will be with ALL member of the Home's team and its residents.

External

Liaison with outside agencies, volunteers, relatives and carers of the residents.

Principal Responsibilities

- To understand the philosophy of the organisation and in conjunction with all staff groups ensure and promote a homely atmosphere where residents choice, rights, freedom, and dignity are preserved.
- To supervise the domestic/laundry staff ensuring that the Home is adequately covered and staff are aware of their duties.
- To be aware of the various methods of cleaning and ensure that appropriate cleaning agents are used on the various different surfaces
- To clean all allocated rooms and communal areas including furniture, fittings, fabric, carpets and equipment.

- To clean sanitary and other equipment, with particular attention to guidelines for the control of infection.
- To report any malfunction of equipment or fittings that require maintenance or cannot be kept clean through normal cleaning procedures.
- To collect and deal with waste bags and their prescribed disposal as per the guidelines relating to control of infection.
- To maintain the Pantry areas in each of the units ensuring they are clean and tidy at all times.
- To perform other such reasonable duties as may be required in connection with the general domestic / housekeeping functions of the Home. To comply with COSHH regulations.
- To act at all times, whilst on duty, in accordance with Waypoints Care policies including fire, reporting of accidents, confidentiality of information, call out of GP/District Nurse/Emergency Services.

NOTE: The duties and responsibilities outlined in this job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager.

CONFIDENTIALITY: During the course of your duties you may have access to see or hear information of a confidential nature and you are required to undertake not to disclose any such information to any unauthorised persons.

Health and Safety

To exercise responsibilities under the Health & Safety Act 1974 and be familiar with all policies pertaining to the home.

Working Conditions

A 37.5 hour week will be worked which will include shift/some weekend work and unsociable hours to meet the needs of the service.

The contents of this job description will be reviewed after 3 months, after consultation with the post holder, and amended as necessary.