



## **ST. GEORGE'S PARK**

### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Housekeeper</b>
<b>Reporting to:</b>	<b>Home Manager</b>
<b>Job Summary:</b>	<b>To ensure that the Homes are kept hygienically clean and maintained at a high standard at all times.</b>

#### **Main Duties:**

- To thoroughly clean the Residents bedrooms and En-suite Bathrooms, Lounges, Alcoves, Pantries, Communal areas and corridors, Visitors toilets, staff changing rooms and any other areas as specified by the Home Manager, ensuring a high standard is maintained at all times.
- Replenish soap and toilet paper in bathrooms and ensure that bathroom floors, counters and fixtures are properly disinfected.
- Clean mirrors and windows along with polishing fittings and fixtures
- Maintain a good appearance of windows, door frames and curtains by cleaning and dusting on a regular basis.
- To thoroughly mop, dust and vacuum in the relevant areas, adhering to the Daily Cleaning Audit checklist.
- To steam clean/shampoo carpets within the Home when required

#### **Other considerations:**

- To be aware of the guidelines relating to the use of cleaning and audit checklists, used on a daily basis.
- To wear the correct protective clothing as laid down in the Homes policies and procedures.
- To adhere to all Health and Safety policies and procedures including the COSHH regulations and Infection Control.
- Ensure that the correct usage of colour coded cleaning equipment is followed and the cleaning trolley is replenished on a daily basis.

#### **Administration:**

- To report any malfunction/faults/damaged equipment/fittings that requires maintenance to either the Maintenance Technician or Home Manager.
- To immediately report accidents or incidents and to record it in the accident and incident book.
- To immediately report any hazards observed when cleaning resident's rooms to the Home Manager or maintenance Technician.
- To ensure that staff uniforms are kept clean and tidy and adhering to the Organisation's Dress Code Policy.

## **General**

- To participate in appropriate training in order to maintain the requirements of the post, including Health and Safety and Infection Control etc.
- To act in a responsible manner at all times.
- To build effective relationships that are respectful and supportive with residents, visitors and other staff.
- To cover duties of other Housekeepers in their absence.
- To be able to work in the other Homes when required.
- To welcome new temporary or permanent staff and assist with their new role as required.
- To attend and contribute to staff meetings as required.
- To comply with Home Dress Code at all times.
- To provide the highest quality service, incorporating best standards and practices and to work to continually improve standards promoting the Organisation to their clients and contacts.
- To undertake any other duties that might reasonably be required by the Home Manager.

## **Equality & Diversity**

The post holder must comply with the Organisations equality and diversity policies and procedures and is willing to make a positive contribution to promotion and implementation.

## **Safeguarding Vulnerable Adults**

Post holders have a general responsibility for safeguarding vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. Successful applicants will be required to undertake a Standard Disclosure check via the Disclosure and Barring Service (DBS).

## **Confidentiality**

Post holders are required to observe strict and complete confidentiality regarding information obtained during their duties.

**Note:** No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.

## Personal Specification

<b>Work Experience</b>	<p>Essential - At least 1 years' experience of working within a housekeeper role.</p> <p>Desirable – Experience of working within a Nursing Home environment.</p>
<b>Abilities and Skills</b>	<p>To maintain a positive attitude towards residents, colleagues and visitors</p> <p>To follow instructions and guidelines</p> <p>Strong interpersonal and communication skills</p> <p>Able to work within a team and unsupervised</p> <p>Demonstrate attention to detail and thoroughness</p> <p>Basic understanding of use of cleaning chemicals</p> <p>Handling and dealing with infection control situations within a challenging environment</p>