

Job Description

Note: This description is not intended to establish a total definition of the job, but an outline of the duties.

Job Title:	Housekeeper
Rate of Pay:	£8.91 per hour
Location:	Princess Alexandra Home/Resource Centre/Talking Newspaper/Sharples Hall
Accountable To:	Assistant Care Manager/s or Senior Housekeeper
Responsible For:	The cleanliness of any of the above named premises as instructed by the Assistant Care Manager/s or Senior Housekeeper.
Working Arrangements:	A seven-day shift system as allocated, on a 2-week rota cycle.

Main Duties:

1. To clean premises, equipment and fittings.
2. To prepare and serve light meals to residents
3. To make up and change beds as required
4. To operate equipment and use materials, ensuring that:
 - (i) Instructions are clearly understood.
 - (ii) Equipment is not faulty or dangerous.
5. To store away equipment and materials after use.
6. To wear protective clothing where required and to check it is clean and serviceable.
7. To report to the manager on duty:
 - (i) Damage and breakages.
 - (ii) All matters relating to health, safety and welfare.
8. To complete records as required in line with relevant duties
9. To carry out duties and respond as required in connection with any Quality System in place [e.g. IIP, ISO 9001:2015].
10. To carry out other associated duties, responsibilities and training as required from time to time by the duty manager.
11. To maintain harmonious working relationships with residents, staff and colleagues.

Signed: _____
(employee)

Date: _____