

Employee Specification

Job Title: Housekeeper
 Location: Princess Alexandra Home/ Low Vision
 Centre/ Talking Newspaper/ Sharples Hall



N-Vision

Blackpool, Fylde & Wyre Society for the Blind

Applicant: _____ **Total Score:** _____ **Date:** _____

[Scoring: Meets criteria 1 – Fails to meet criteria 0]

Qualities	Essential Those qualities which are essential to perform the job	SCORE	Desirable Those qualities which allow the job to be performed to the optimum level	SCORE
Work Experience Previous experience required to do the job	Experience of domestic / housekeeping work. Preparing and serving light meals; laundering bedding and clothing.		Experience of cleaning in a large environment. Preparing and serving light meals, laundering bedding and clothing.	
Education/Qualifications e.g. academic or professional qualifications			Health & Safety at Work. Risk Assessment. NVQ in support services.	
Skills/Abilities/Knowledge e.g. analytical skills, computer skills	Able to organise own workload and to prioritise		Knowledge of COSHH regulations.	
Personal details e.g. leadership, flexibility, team working	Able to use own initiative			
Other circumstances Special conditions that apply to this job	Able to work shifts as needed including some evenings / weekends			
	Total		Total	

For office use only

Completed by: _____

Date: _____