**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE:** | Housekeeper |
| **REPORT TO:** | Home Manager |
| ****JOB SUMMARY****   This job description is a statement of the core duties of the Housekeeper, but it is not an exhaustive list. SLW LTD may revise this job description to meet the needs of the business and reserves the right to require you to perform other duties from time to time.  The Housekeeper will deliver a well organised and consistent laundry service, demonstrating high standards of cleanliness and handling resident laundry with care. | |
| ****Duties and Responsibilities****   * **Take the lead and assist the Home Manager to supervise a team of domestic staff to tidy, clean and polish the furniture, fitting and fabric of the establishment to specified standards and frequencies, including using electrical or mechanical aids. Take the lead in making suggestions for the improvements of the Domestic team working schedules.** * **Encourage and facilitate induction training for newly appointed Domestic and Laundry Assistants and provide information to the Home Manager for appraisal for those staff.** * **Take responsibility for ordering and the checking of all goods and supplies required by the Domestic team and report shortages and order requirements to the Home Manager.** * **Carry out elementary checks of equipment used by the Domestic team, and refer any defects which require attention to the Home Manager.** * **Responsibility of supervisions and personal development reviews for domestic staff.** * **Attend appropriate training sessions and staff meetings as requested by the Home Manager.** * **Adhere to the Health and Safety Manual and be aware of emergency procedures and report hazards to the Home Manager. Respond to emergencies as appropriate.** * **Take the lead on Staff Roster for the Housekeeping Team.** * **Undertake additional duties from time to time within the responsibility level of the post.**   **General Requirements**   * **Take responsibility for the safeguarding of adults, and follow the Trust’s whistle blowing policy as required. Participation in staff meetings.** * **Participation in training activities.** * **Participation in staff supervision, appraisal and personal development review.** * **Participation in quality assurance systems.** * **Take responsibility for personal development by keeping abreast of developments in the field of caring for older people.** * **All duties must be carried out to comply with: -**   **- Notification of accidents and other health and safety requirements**  **- Statutory legislation in particular the health and hygiene regulations**  **- Nationally and locally agreed codes of good practice**  **- Fire precautions**  **- Equal opportunity and the Trust’s anti-discriminatory policy** | |
| **Health & Safety**   * **Report immediately to the Home Manager, or person in charge, any illness or infectious nature or accident incurred by a Service User, colleague, self or another.** * **Understand, and ensure the implementation of, SLW LTD’s Health and Safety policy, and Emergency and Fire procedures.** * **Report to the Home Manager, or the Maintenance person, any faulty appliances, damaged furniture, equipment or any potential hazard.** * **Promote safe working practice within SLW LTD.** * **Ensure the security of SLW LTD is maintained at all times.**   **Skills/Qualifications**   * **Basic food hygiene certificate** * **NVQ 3** * **Ability to demonstrate attention to detail** * **Honesty, integrity and professionalism** | |

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

SLW LTD reserves the right to amend this job description from time to time, according to business needs.