



JOB DESCRIPTION

Job Title	House Keeper
Responsible to	House Keeping Manager
Responsible For	None
Post Objective	To provide a range of house keeping duties, as a member of a care team, designed to provide a homely and caring atmosphere where the residents' quality of life is maximised.

SUMMARY OF MAIN RESPONSIBILITIES

1. To contribute to the creation of a pleasant environment, as a member of an integrated care team, by undertaking house keeping duties whilst promoting the dignity, privacy and encouragement of independence of residents.
2. To clean designated areas to ensure they are kept in a hygienic condition.
3. To perform laundry, kitchen and dining room duties, eg washing and ironing of personal clothing and the home's linen, laying and clearing tables, washing up.
4. To carry out basic preparation of food.
5. To operate powered equipment including domestic-type laundry equipment.
6. To help with basic house keeping duties such as making beds, care of linen/laundry and clothing and tidying residents' rooms in order to maintain a high standard of cleanliness throughout the home, in accordance with the guidelines on the use of cleaning materials and equipment.
7. To participate in staff meetings, training and development and staff supervision.
8. To comply with all standard procedures concerning the customer's health and welfare.
9. To undertake any other duties, depending on skills and competency to enable the efficient running of the Home.

PERSON SPECIFICATION

Job Title House Keeper
Department Care Homes
Line Manager House Keeping Manager

		ESSENTIAL (E) DESIRABLE (D)
SKILLS/ ABILITIES	<ul style="list-style-type: none"> o Trustworthy and able to deal confidentially with Residents' and business information. o Ability to follow cleaning schedules using the appropriate cleaning materials. o Awareness of the need to respect residents' privacy and individuality. o Awareness of the need to maintain cleaning standards. o Must be physically fit and able to cope with the demands of the post and attend for work on a regular basis. o Ability to understand verbal and written instructions and to communicate verbally and in writing. o A positive attitude to residents' rights. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
KNOWLEDGE	<ul style="list-style-type: none"> o Knowledge of industrial cleaning equipment and ability to use it. o Good working knowledge and understanding of the relevant Health and Safety legislation and its importance in the Home o Willing to follow relevant training. 	<p>E</p> <p>E</p> <p>E</p>
EXPERIENCE	<ul style="list-style-type: none"> o Experience of general domestic cleaning. o Experience of the standard hygiene used in the cleaning of contaminated areas and equipment. o Experience in communicating with people living with Dementia. 	<p>E</p> <p>E</p> <p>D</p>
PERSONAL	<ul style="list-style-type: none"> o Good interpersonal skills and the capacity to become an integrated member of the care team. o Sensitive to the needs of older people o Neat and tidy in appearance 	<p>E</p> <p>E</p> <p>E</p>