

### Job Description

**Job Title:** Housekeeping Assistant

**Hours:** TBC

**Reporting to:** Head Housekeeper

**Base:** Care Home based

### Job Purpose

To be part of an inspirational and pioneering team establishing our care home business and delivering our vision to *“create a world where everyone feels special”*.

Responsible for: -	Person Specification
<p>1. Attend initial and update mandatory training as required. Actively engage in personal professional supervision including quarterly one-to-one meetings and a yearly performance review, ensuring personal professional knowledge and competency is maintained.</p> <p>2. Work within contracted hours or sign an opt-out clause under Working Time Directives, ensuring that the daily work rota is completed within the agreed timescale and hygiene standards are met.</p> <p>3. Clean the home to the high standards as trained to do so, report any maintenance issues as per the maintenance system.</p> <p>7. Routinely inspect linen for wear and tear, and report this to the Head Housekeeper.</p> <p>8. Monitor Cleaning products and inform the Head Housekeeper when they are running low so more can be ordered.</p> <p>9. Ensure cleaning stores areas are kept clean, tidy, and safe at all times.</p> <p>10. Ensure chemicals are at the correct level for use within the home.</p>	<p><b>Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Cleaning experience in similar environment with a commitment to achieving high standards of cleanliness and hygiene.</li> <li>• Basic standard of literacy and ability to understand instructions as demonstrated by GCSE qualifications or NVQ Level 1</li> <li>• Organisational skills with a structured approach</li> <li>• Ability to communicate effectively verbally and in writing.</li> <li>• Ability to handle multiple priorities.</li> </ul> <p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>• High standard of personal hygiene</li> <li>• Able to work on own initiative as well as in a team Able to manage time and tasks.</li> <li>• Reliable, trustworthy</li> </ul>

12. Ensure cleaning is carried out in accordance with recognised methods and that documentation is completed as per system.
13. Carry out duties with due regard to fire and accident prevention.
14. Ensure general waste, both clinical and recycling, is disposed of in accordance with the Waste Disposal Policy and adhere to Health and Safety standards.
15. Remove rubbish to designated collection points and empty residents' room bins
16. Wear the uniform provided and ensure that it is kept clean and presentable at all times.
17. Take reasonable care of your own health and safety, and that of other persons who may be affected by your actions and carry out your responsibilities in ways that ensure a safe and healthy place of work.
18. Undertake other duties at the discretion of your Head Housekeeper

**Health and Safety**

1. The post-holder will maintain their personal responsibilities under Health and Safety at Work Regulations, and compliance with the company Health and Safety Policy, ensuring safe working practices and the recommended storage of equipment, including but not exclusive to:  
 Control of Substances Hazardous to Health, Electricity at Work Lift & Lifting Equipment  
 Manual/Object Handling  
 Gas Installation & Use  
 Provision and Use of Work Equipment  
 Fire Precautions  
 Personal Protective Equipment  
 Legionella/Water Treatment  
 Waste Management  
 Reporting of Injuries, Diseases & Dangerous Occurrences Regulations.
2. Appraise and assess measures used to prevent infection control hazards, considering the individual nursing, social, physical, and psychological needs of the resident.

- Caring compassionate attitude
- Able to make responsible choices and decisions, and act in the residents' best interests.
- Desire to work in care.

3. Follow and report all concerns and incidents in line with the company incident reporting and whistleblowing procedure, including safeguarding adult's procedures.	
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This job description is not prescriptive; it merely outlines the primary aims and tasks and responsibilities which may evolve and change over time. Any changes will be made in consultation with the job holder and in agreement with the Senior Management Team.	
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I confirm I have read and understand this job description:

Name:

Date:

Signature: