

ELMFIELD HOUSE.

JOB DESCRIPTION.

Job title: Housekeeper.

Reports to: Manager and senior carers.

Responsible for: No other staff.

Qualifications required:

Completion of all mandatory training.

Purpose of position:

To maintain high standards of cleanliness, hygiene and professionalism within the whole of the home environment.

To promote an atmosphere that is both friendly and homely at all times.

General responsibilities:

To promote a friendly and welcoming atmosphere at all times.

To respect our resident's rights to privacy, dignity and choice.

To attend and participate in regular staff meetings.

To assist with the induction of new housekeeping staff as and when needed.

To keep the COSHH cupboard area safe, clean and presentable.

To adhere to the daily and weekly cleaning agenda.

To deep clean each resident's room fortnightly to a high standard.

To complete additional house-keeping tasks as necessary.

To ensure that communal areas are cleaned daily.

To participate in the decision making process of choosing suitable products and provide feedback to the manager and board of directors.

To read and keep up to date with the home's policies and procedures which are updated annually. You must follow and adhere to the information contained in these policies and procedures and ensure that you always work in a way promoting best practice.

To attend regular supervisions and annual appraisals as requested by the home manager.

To complete mandatory training upon induction, as well as in-house refresher training and annual updates. The manager may request you to complete other training courses if it is felt this will help you progress within your job role.

To report any concerns which you may have about our residents and other colleagues to the manager who will deal with them according to the home's policies and procedures.

To ensure that you are punctual to work and in your work duties.

To report sickness promptly (ideally the day before) and to complete a self- sickness certificate and attend a back-to-work interview before the start of your next shift. This will be conducted by the senior or manager on duty.

This is not an exhaustive description of the duties and responsibilities of a care worker at Elmfield House. The post holder is expected to carry out any other reasonable requests by the home manager.

Please read and sign that you have understood this document and that you agree to the expected roles and responsibilities of a care worker.

Name: _____

Signature: _____

Date: _____