**Job Description:**

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| Job title: **Housekeeper/Cleaner** | |
| Reporting to: Registered Welfare Manager | Number of Direct Reports: nil |
| Purpose of the Role:   * To provide assistance with domestic tasks in residents’ own homes based on individual assessed needs. * To carry out cleaning in offices, guest flat and community room | |
| Main duties:   1. To carry out domestic tasks to the highest standards which have been individually planned and agreed with resident.      1. To maintain good standards of cleanliness in main office, welfare office, guest flat, and community room. 2. To carry out these duties in a way that is mindful at all times of maintaining the privacy, dignity and diversity of residents within their own homes. 3. To be conscious of the need to work in a safe manner at all times so as not to create any hazards to the residents. 4. To abide by the HSE and COSHH legislation relating to cleaning and when using cleaning equipment to follow health and safety instructions, manufacturer’s instructions and safety procedures. 5. To check stock levels and materials as required and request reordering via the general office. 6. To abide by and be fully conversant with the Infection Control Policy and how to implement it. 7. To be familiar with fire prevention policies and procedures, knowing the part that she/he must play in the event of a fire, and attending training sessions as required. 8. To fully comply with the provisions for safeguarding of adults at risk and to ensure knowledge and understanding of safeguarding is current. 9. To participate in the Charity’s supervision and appraisal scheme. 10. To participate in all training as identified by training need or mandatory. 11. To undertake any other such duties and responsibilities which may fall within the range of such a post and grade. 12. To be aware at all times of the code of confidentiality concerning residents and their affairs and when working within the Charity’s offices 13. To comply with the Charity’s policies and procedures, in particular those regarding health and safety and safe systems. 14. Meet with the Registered Manager weekly to discuss any additional needs of residents. | |
| Key Responsibilities and Accountabilities:   * To be accountable for keeping the Registered Manager of any changes or concerns immediately. * To ensure all equipment used is cleaned and stored in line with health and safety requirements and in line with any manufacturing instructions. * To ensure that all tasks are completed as planned and agreed with residents, additional guidance from supervisor is followed. * Work in line with Policies and Procedures and legislation. | |

**Person Specification:**

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| Qualifications/Education: | Essential   | Desirable   |
| English qualification  Maths qualification |    |  |
| Skills: |  |  |
| Good communication skills |
| Knowledge and Experience: |      |  |
| Knowledge of COSHH in relation to cleaning  Knowledge of Health and Safety requirements in relation to her/his job role  Understand the importance of infection control. |
| Competencies: |            |  |
| Develop own abilities and help others to develop in order to improve our service.  Display kindness, compassion and concern for others.  Collaborating with Others  Work with others positively sharing knowledge, good practice and experience.  Uses appropriate, clear and effective communication.  Actively contributes to the working environment, recognising, responding and valuing every individual.  Is principled, open and conscientious. Respects values, challenges unacceptable behaviour, poor performance.  Committed to putting residents first when looking after their environment.  Delivers consistant high standards of service which exceeds expectations. |

*I acknowledge and agree the above job description and the details contained therein.*

*Signed ………………………………………….. Date …………………………..*