



N NOTARO HOMES LTD

JOB DESCRIPTION

Job Title: Housekeeper

Responsible to: Home Manager

Purpose of Role

To maintain the highest quality of cleanliness in the care homes, in line with Infection Control guidelines for Aspen Court and Cedar Lodge.

To maintain a smooth running laundry and ensure all items laundered are done so to the highest standards.

To ensure that defined policies as laid down by the home manager are adhered to at all times.

Responsibilities

1. To ensure domestic and laundry staff follow company policies and maintain high standards in their work and adhere to their job descriptions.
2. To abide by the employment handbook policies
3. To bring to the attention of the management any problems noted within the work group and meet with the manager weekly to update them on any changes or problems noted.
4. To act at all times in a professional manner to visitors, staff and clients within the home.
5. To ensure risk assessments have been carried out in line with COSHH.
6. To supervise all domestic staff 6 times per year to identify any problems and/or personal development needs.
7. To maintain clear duty rotas and ensure staffing is adequate to cover both homes, for cleaning and laundry duties.
8. To be involved in recruiting domestic staff when needed.
9. To ensure there is enough equipment available and set up order sheets on a weekly basis for cleaning products etc.
10. To attend all mandatory training sessions and be aware of steps to take should an allegation of abuse be made to you.
11. To attend 1:1 supervision sessions with the manager/s of the care homes.
12. In discussion with the managers order new linen when necessary
13. To discipline any staff who do not conform to their job description with the manager, in line with company policies.
14. To promote anti-discriminatory practice throughout your work and maintain equality and diversity throughout the work force.

Written Work

Produce monthly duty rotas
Formal supervisions with your staff
Orders of equipment
Complete induction programmes with your staff
Monthly audits of the cleanliness of the homes and how the laundry is working

Practical

To monitor on a daily basis the cleanliness of the homes
To monitor any sickness absence and ensure cover is gained
To monitor the laundry staff at work and ensure washing and ironing done is to a high standard
To ensure all laundry is clearly marked with the service users name and mistakes are not made

Essential Criteria

Must have demonstrated the ability to work both as a team member and on own initiative.

Must be prepared to attend such training sessions as are deemed necessary by the management.

Must demonstrate a loyalty and commitment to the care homes.

Be able to carrying out any other necessary duties as agreed with Managers\Operations Team

This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the post holder.

I acknowledge the receipt of the above job description:-

Name: _____ Signature: _____

Date: _____

When signed please return to the Home Administrator.
One copy will be retained in your personnel file and the other is for your personal reference.