

REASON CARE LIMITED

JOB DESCRIPTION

JOB TITLE

HOUSKEEPER

REPORTING TO

HOME MANAGER

SUMMARY OF DUTIES

To allocate domestic work and make sure it is all carried out to an acceptable level

QUALIFICATIONS REQUIRED

1. Knowledge and experience in maintaining to a high standard all aspects of domestic and laundry work field
2. The ability to manage staff, delegate duties and deal with emergencies

TYPICAL DUTIES AND RESPONSIBILITIES

1. Oversee all cleaning and specialist rotas and make sure that are up to date, and any problems are taken to the manager promptly
2. Report weekly (Monday) to the manager with all rotas
3. Provide a list on prearranged days, of all domestic and laundry goods required keeping stocks at a satisfactory level. (no goods are to be bought without the managers permission)
4. All stocks are to be kept safe
5. All COSHH and Health and Safety guidelines must be observed
6. Make sure that the laundry is done to a satisfactory standard, and all residents clothes are kept in good repair and are correctly marked and labelled
7. Advise the manager when name tapes are required
8. Make sure that all machines are kept clean and in good working order, advising the manager immediately when problems occur.
9. Any other duties as and when required

All staff are required to

1. Show courtesy and respect to residents, visitors and colleagues at all times
2. Maintain confidentiality at all times
3. Report any untoward incidents to the Manager or Person in Charge on duty, including illness of a resident or staff colleague and any incidents relating to adult protection.
4. Be aware of, and at all times comply with, the company policies and procedures, with special regard for Fire Safety, Health and Safety management of records.
5. Promote the Home in a positive manner
6. Attend training sessions and staff meetings

I _____ have read and understood my Job Description and agree to be bound by its contents. I understand that any deviation or malpractice which conflicts with my Job Description may lead to disciplinary action.

Signed

Date

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