

# REASON CARE LTD

## JOB DESCRIPTION

**JOB TITLE** HOUSEKEEPING/LAUNDRY ASSISTANT

**RESPONSIBLE TO** HOME MANAGER

### SUMMARY OF RESPONSIBILITIES

1. Ensure that approved products only are used throughout the home and that the COSHH guidance is followed for these products. Ensure that products are locked away when not in use.
2. Ensure that all cleaning and laundry stock is maintained and where necessary request replacements from the manager/director
3. To be of assistance to new members of staff and to provide support and guidance when necessary
4. To ensure all carpets are clean and vacuumed and stains removed as necessary
5. To ensure that furniture and woodwork is dusted, cleaned and polished as appropriate
6. To ensure wash hand basins, baths and toilets are cleaned and tiling wiped down
7. To ensure all ledges, paintwork, floor skirting and shelving is dust free, clean and tidy
8. To ensure picture frames are clean, glass polished and house plants watered
9. To ensure that bedrooms and communal bins are emptied daily and that there is a supply of liquid soap and paper towels at all wash hand basis and toilet areas where appropriate.
10. To collect, sort, wash and dry laundry
11. To label and repair clothing as necessary
12. To ensure all housekeeping (laundry and domestic) equipment used is safe and to report any defects to the manager
13. To be mindful of any health and safety issues e.g. trailing wires across corridors and wet floors. Ensure that warning signs are used and clearly visible.
14. To dispose of collected rubbish at the end of a shift and disposed of in suitable containers
15. To undertake any other reasonable request/task as and when requested on instruction from a senior member of staff

### **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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