JOB DESCRIPTION

Job Title: Housekeeper

Responsible To: Operations Manager

You will be responsible for:
Ensuring that all areas of the home are cleaned to an exceptional standard of cleanliness.

In particular, you will need to:

- Maintain high standards of cleanliness
- Operate various powered equipment
- Ensure all equipment is kept clean and report any defects to the manager
- Maintain linen/clothing in a good state of repair
- Undertake all laundry duties
- Assist in all kitchen and dining room duties, including serving meals, supporting residents at meal times and cleaning tables
- Complete all appropriate documentation as required by the Charity
- Safeguard individuals from all forms of abuse (physical, emotional, sexual, financial or otherwise)
- Report any concerns about a service user or work colleague

To achieve these outcomes you must:

- Be physically fit
- Complete relevant training as required to meet the needs of the service
- Be willing to complete other duties to balance the team workload
- Have a friendly, sociable and welcoming approach to residents
- Ensure all work is carried out in accordance with Charity policies and procedures as well as regulatory requirements
- Work professionally with colleagues and external stakeholders
- Have good communication skills both written and verbal

Every employee of St Cuthbert's Care must:

- Attend staff meetings as and when required
- Attend all training required
- Maintain confidentiality and observe data protection requirements in accordance with legislation and Charity policy
- Work flexibly to meet the needs of the service over a 7 day rota
- Respect, work within and promote St Cuthbert's Care's Dignity at Work Policy
- Respect and work within St Cuthbert's Care's Christian ethos

This job description is not exhaustive and some variations may be necessary.