



Job Description

Job Title: Housekeeper

Responsible to: Home Manager

Job Purpose:

- To assist the Home Manager to ensure the Home provides a safe, well maintained and comfortable environment for all service users in line with current requirements and legislation.
- To manage the performance of a staff team and individuals within that team.
- As part of the management team, to co ordinate the health, safety and welfare of service users, staff and visitors and for the security of the Home.

Main Duties:

1. Assist Home Manager in ensuring adherence to Company's Policies and Procedures.
2. Manage the delivery and monitor the quality of housekeeping services.
3. Lead the development and maintenance of healthy and safe practices in the Home to include:
 - COSHH
 - Fire drills and checks
 - Training
 - Risk Assessments
 - Maintenance checks
 - Arranging maintenance checks
 - Ordering and stock control
4. Develop and maintain effective housekeeping arrangements and systems to promote the service users' rights to receive a quality service in the way they choose.
5. Maintain and manage record and prepare reports.
6. Promote and manage a quality service.
7. Manage the use of financial resources.
8. Demonstrate a style of leadership that ensures an organisational culture of open and participatory management and practice.
9. Take responsibility for personal professional development.
10. Ensure all staff are appropriately trained and skilled to undertake their duties safely and to a high standard.
11. Manage the performance of teams and individuals.
12. Contribute to the recruitment, selection and retention of staff to develop a quality service.
13. Participate in training and attend meetings.
14. Undertake other duties that may be required in line with this level of post.

Values:

- Ensure that all practices / activities within the Home reflect the Company's ethos with regard to promoting equality and valuing diversity.