**Job Title:** Housekeeper

**Location:** Rochdale

**Pay Scale:** National Minimum Wage

**Responsible To:** GP Care Services Ltd

**Immediate Supervisor:** Team Leader

**Hours of Duty:**  - 20 hours per week. To be worked between the hours of 07:00 and 18:00, on a rota basis including weekends and bank holidays.

**Purpose and Objectives of the Job:**

* To provide a cleaning service within the facility ensuring that a high standard of cleanliness is maintained at all times
* To work in accordance with cleaning schedules and procedures

**Principal Duties:**

* To provide a cleaning service within the facility ensuring the agreed standards are maintained at all times
* To provide care and support to residents as is relevant to the post of Housekeeper
* To work in accordance with agreed cleaning schedules
* To ensure that all equipment used is maintained in good condition
* To assist in the identification of risk and to work in accordance with risk assessments
* To provide cleaning services for accident and emergency situations
* To work to agreed standards of service at all times and in accordance with all relevant health and safety procedures and hygiene requirements
* To ensure stock is in place and inform Operations Manager when replenishment is required
* To undertake duties of a housekeeper to ensure the safe and hygienic operation of the catering facilities within the facility
* To undertake training as deemed relevant to the post and to put new learning into practice
* To be responsible for the safe storage and maintenance of equipment /resources and the care/hygiene of such resources

**Secondary Duties:**

* To receive structured supervision in accordance with departmental policy
* To promote good working relationships within the team
* To take part in all relevant in-house training programmes as required
* To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Deputy Manager or Team Leader

**Person Specification**

**Essential Requirements:**

* To have an ability and willingness to perform all cleaning tasks related to work within a care setting.
* Have the ability to appreciate and work to agreed health and safety standards
* Have the ability to follow instructions
* Be flexible in the provision of cleaning services to residents
* Have the ability to respond positively to changes in the service and working practices
* Have an ability and willingness to participate in staff training relevant to the post
* Have the ability to communicate effectively both face to face and in writing
* Have the ability to assist with moving and handling
* Have the ability to maintain a clean and tidy appearance and to dress appropriately having regard for the nature of the work and your own health and safety and that of residents and visitors to the facility
* To have the ability to respond in a polite and courteous way to enquiries, compliments and complaints from residents, visitors and other members of the public

**Desirable Attributes:**

* Experience of working as a Housekeeper in a care setting for older people
* Hold a relevant Health and Safety qualification

Post Holder Signature:

Date:

Issued by: Liz Hall