

JOB DESCRIPTION

Job Title: HEAD HOUSEKEEPER

Responsible to: Home Manager/Hospitality Manager

Job Specification: To be responsible for the day-to-day cleanliness of the home. To ensure that the Home is kept clean by a well-organised team of domestic cleaners and that laundry arrangements are satisfactory.

Person Specification:

Essential:

- Genuine interest in working within a caring environment
- Ability to communicate effectively at all levels.
- Team Player
- Willingness to participate in vocational training programmes
- Satisfactory police check and check against the POVA list (where applicable)
- Extensive experience of housekeeping services
- Understanding of the COSHH regulations
- Basic understanding of the Health and Safety at Work Act

Desirable:

- Previous experience of working with Risk Assessment information
- Relevant Vocational Qualification (achieved or working towards)

Job Description

1. To organise the cleaning and laundry rota in liaison with the Home Manager/Hospitality Manager and to supervise the work done by the team of domestic and laundry staff.
 2. To ensure that all carpets are clean and vacuumed and remove stains and marks from carpets as the need arises.
 3. To ensure that furniture and woodwork is dusted cleaned and polished as appropriate.
 4. To prepare cleaning method statements and ensure that they are followed with regard to all cleaning and laundry operations.
 5. To ensure wash hand basins, baths and toilets are clean and tiling is wiped down.
 6. To ensure all ledges, paintwork, floor skirting and shelving is dust free, clean and tidy.
 7. To ensure picture frames are clean, glass polished and houseplants watered.
 8. To ensure that bedrooms and communal bins are emptied daily; and that there is a supply of soap at all wash hand basins.
 9. To ensure correct products are used for each cleaning task and that they are secured away from service users and in accordance with the COSHH Regulations.
 10. To ensure equipment used is safe, and to report any defects, ensuring that unsafe equipment cannot be used by other persons.
 11. To ensure that trailing flexes across corridors are avoided and to secure mopped and wet floors from other persons.
 12. To report signs of infestation to the Home Manager or trained nursing staff.
 13. To ensure that all waste materials sorted and disposed of appropriately at end of each shift in the correct outside containers.
 14. To ensure that clean linen and laundry is stored tidily and securely.
 15. The induction and training of all housekeeping and laundry staff, and the maintenance of the training records.
 16. To work at all times within the Health and Safety At Work Act 1974.
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17. To assist with any necessary regulatory requirements as detailed by your manager.
18. To undertake any training necessary for the completion of your duties.
19. To attend staff and other meetings as appropriate.
20. To undertake any other duties as and when required.
21. To abide by all company Policies and Procedures in accordance with the Staff Handbook and Policy and Procedure File.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Sanders Senior Living reserves the right to amend this Job Description from time to time, according to changing business needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with Sanders Senior Living the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign, print your name and date below to indicate your acceptance of this Job Description.

Signature.....

Name.....

Date.....