

JOB DESCRIPTION

ROLE:	Domestic Supervisor/Housekeeper
RESPONSIBLE TO:	Home Manager
REPORTS TO:	Home Manager or Nurse-in-Charge
CO-OPERATES WITH:	All grades of staff
AIMS:	To ensure the Home is clean and odour free. To ensure domestic and laundry services in the Home/Care Centre are effectively managed

SUPERVISORY/HOUSEKEEPING

- ⇒ Doing duty rotas and arranging/agreeing annual leave for domestic and laundry staff.
- ⇒ Supervising and allocating areas of work for domestic staff.
- ⇒ Ordering of cleaning and laundry materials/chemicals
- ⇒ Reporting of faults within her/his area of work.
- ⇒ Ensure all rooms, including baths/showers and toilets and communal areas are clean.
- ⇒ Preparation of rooms for new admissions.

RESPONSIBILITIES:

- ⇒ To ensure all public areas, lounges, corridors and lounges are cleaned regularly.
- ⇒ To clean residents rooms, considering residents rights to privacy, paying attention to high dusting and moving of furniture.
- ⇒ To ensure that residents are helped to retain their dignity and individuality.
- ⇒ To clean all WC's and bathrooms as scheduled by the Home Manager.
- ⇒ To shampoo carpets as required.
- ⇒ To clean light shades as per schedule.
- ⇒ To clean and maintain cleaning equipment.
- ⇒ To observe COSHH and other health and safety regulations.
- ⇒ To ensure residents safety whilst using cleaning equipment.
- ⇒ To take all reasonable steps to ensure the safekeeping of residents property.
- ⇒ Carrying out general household duties that promote the welfare of residents.
- ⇒ To be aware and comply with the Home's Operational Policy and Procedures as documented in the Quality Manual.
- ⇒ To be fully conversant with the rules and procedures carried out in the event of fire.
- ⇒ To report all accidents and incidents to the Person-in-Charge of the Home.

- ⇒ To be aware of and comply with the requirements regarding dress, behaviour, punctuality and attendance as indicated in the Disciplinary and Grievance Procedure, Disciplinary Rules and Contract of Employment.
- ⇒ Where Home Policy is proved to be ill defined, or is becoming unworkable, to ensure that the Home Manager is informed.
- ⇒ To attend appropriate training courses or study as requested.
- ⇒ To be aware of and implement any Quality initiatives developed by the Company.
- ⇒ To undertake other duties requested by the Home Manager.

**PLEASE SIGN AND DATE BELOW AND RETURN THIS DOCUMENT TO YOUR
HOME MANAGER**

Employee Signature:

Date: