

Job Description for Housekeeper (OP Care Home)

The main purpose of the job is to manage the overall cleanliness and hygiene, keeping the home “spick and span” in order to create a comfortable environment for people who use Fremantle services.

Line Managed by Service Manager or Deputy Manager

Key Responsibilities:

- Organise and allocate workload to all Household Assistants (General, Kitchen and Laundry).
- Oversee and monitor cleaning regimes throughout the service, including cleaning, distribution of laundry and repair of the people who use Fremantle’s services own items and the home’s various items of fabric and linen, ensuring all tasks are carried out at appropriate intervals and to a high standard in accordance with the Infection Control Policy.
- Devise and manage appropriate stock control procedures for all cleaning materials and with regard to the COSHH policy.
- Assist the Service Manager in carrying out daily and weekly maintenance tasks e.g. fire equipment testing.
- Assist the Service Manager with recruitment and selection of staff within the team, to ensure that appropriate staff are recruited to the team.
- Ensure that domestic staff maintain high standards in their duties throughout the home, and take remedial action where required.
- Implement Fremantle’s Performance Development and Support Policy and ensure that all staff receive comprehensive induction, probationary period, performance and development reviews, key sessions and participate in the in-house staff development programme.
- Ensure effective deployment of staffing resources by planning housekeeping rotas, and ensuring adherence to them.
- Manage delegated budgets effectively and ensure the efficient use of resources.
- Ensure that day-to-day tasks and routines are carried out to contribute to the smooth running of the service as a whole.
- Actively promote the service and Fremantle by clear, respectful and helpful communication with all potential customers including people who use services, relatives, health and social care professionals, other officials and contractors, visitors as well as Fremantle colleagues.

- Contribute to the success of the whole staff team by respecting colleagues and participating in team meetings and communications systems.
- Any other duties consistent with the business of Fremantle, the job, and hours of work as may reasonably be required.

All Fremantle staff must understand and actively participate in the Safeguarding, Health and Safety and Equality and Diversity policies and procedures to ensure that people who use services, other staff and stakeholders are safe and respected in Fremantle services.

Each staff member must also take joint responsibility with their line manager for their own personal and professional development at work in accordance with the Performance Development and Support Policy.

This is a description of the job as it is presently constituted. It is the practice of Fremantle to examine job descriptions periodically and to update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. You will be expected to participate fully in such discussions and help to rewrite your job description and bring it up-to-date if this is considered necessary or desirable.

Person Specification for Housekeeper (OP Care Home)

	Essential	Desirable
Physical Make-up	<ul style="list-style-type: none"> • Good attendance record (not including disability related absence) • Ability to carry out the everyday duties of the role 	
Attainments, Experience and Qualifications	<ul style="list-style-type: none"> • Basic literacy and numeracy skills • Experience of general domestic work • Experience of supervising a group of staff 	<ul style="list-style-type: none"> • Basic awareness of client group • Working knowledge of relevant health & safety legislation • Working knowledge of basic hygiene regulations • A relevant qualification
Special Skills	<ul style="list-style-type: none"> • Able to launder, iron and mend clothing and linen • Able to communicate effectively • Good interpersonal skills • Good organisation skills 	<ul style="list-style-type: none"> • Able to operate relevant industrial equipment • Able to use industrial laundry equipment
Work Attitudes	<ul style="list-style-type: none"> • Committed to Fremantle's vision, values and services • Team player 	
Disposition	<ul style="list-style-type: none"> • Able to cope with stressful situations • Willing to learn • Commitment to personal development 	
Circumstances	<ul style="list-style-type: none"> • Eligible to work in the UK • A satisfactory DBS check with no barred listing • Able to work unsociable hours on a rota basis, including weekends and public holidays 	