

Job Title: Housekeeper
Location: Parkhaven Trust
Accountable to: House Keeping Co-ordinator
Hours of work: To be agreed
Rate of Pay: From £12.00 per hour

Job purpose: Undertaking housekeeping, laundry and kitchen assistant duties you will play a key role in maintaining the highest standard of cleanliness and hygiene within the care home whilst ensuring a safe, comfortable environment at all times. You will also assist the cook to prepare food, plate meals and help with the serving of food to our service users ensuring all preparation areas and utensils are kept clean.

DUTIES AND RESPONSIBILITIES WILL INCLUDE:

1. To contribute to the maintenance of a pleasant, hygienic, healthy and safe environment by follow cleaning routines as laid out in procedures for allocated areas of work.
2. To change bed linen and attend to the laundry requirement of the home making use of the available equipment and resources as necessary.
3. To ensure the safe storage and use of all cleaning materials and the compliance with Health & Safety requirements.
4. Support the cook in the daily tasks of food preparation, for example, preparing vegetables and sauces.
5. Prepare occasional light meals, under supervision from the cook.
6. Clean food preparation area and equipment in accordance with Food Hygiene Standards.
7. Prepare and clear tables before and after each meal.
8. To complete, store and transmit relevant and accurate records as required by Parkhaven Trust procedures and when requested, provide information and advice for action towards meeting organisational objectives.
9. Check equipment and report on hazards arising from either the property of service users or of Parkhaven Trust.
10. To promote the wellbeing and general health of service users and help to create an environment in which the service user feels secure and is within health and safety standards.
11. To respect the confidentiality of service users and act in accordance with the provisions of the Data Protection Act 1998, including the use of social networking systems.
12. To report any concerns regarding possible abuse of service users immediately to a senior manager.

13. To report any accidents, incidents, verbal concerns or complaints raised by the service user or visitors in accordance with Trust policy.
14. To attend and take part in staff meetings, (minimum of 6 per year).
15. To comply with Health and Safety Legislation at all times.
16. To work flexible as required, days or evenings.
17. To undertake any training and development necessary for the effective delivery of your responsibilities.
18. To undertake any other duties within the scope of your ability.
19. To comply with all reasonable requests of the line manager and carry out any other tasks as reasonably instructed by management.

General Statements:

Confidentiality

All information relating to service users and/or staff obtained during employment with the Trust is to be treated as confidential and as such employees should not disclose it without appropriate prior authorisation. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.

Trust Values

All staff are expected to uphold the principles and standards of the Trusts values of Kindness, Caring and Excellence. Which supports and helps build a culture of trust within the workplace. Every decision an employee makes should be aligned with our values.

Continuous Improvement

We are continuously improving services and all members of staff employed by the Trust are expected to play an active role in the development and improvement of services to the benefit of service users.

All employees are required to participate in an annual appraisal and any associated training and/or learning opportunities.

Data Quality

All staff involved in the collection of data are responsible for the accurate and timely collection and recording of information.

Equality, Diversity and Human Rights

The Trust is committed to providing equality of opportunity, anti-discriminatory and anti-oppressive practice. The Trust will rigorously uphold our duty to promote human rights in everything we do, believing that all people have the right to be treated with dignity and respect.

Health and Safety

Employees must contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies. Employees must act in a responsible manner to ensure the care of their own health and safety and that of others who may be affected by their omissions at work.

Employees must co-operate with the employer insofar as is necessary to enable Health and Safety duties or requirements to be performed and complied with. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of staff, service users and the general public.

Infection Control

Infection Prevention and Control is everybody's business, and all employees have a duty to act in accordance with the standards and procedures as set out in the Infection Control Policy at all times.

Safeguarding Vulnerable Adults

Safeguarding vulnerable adults is the business of everyone employed by the Trust. All staff must be responsible and proactive in identifying and reporting safeguarding concerns.

Other

You may be required to undertake work in other locations within the Trust as determined by the duties of your post. The Trust operates a No Smoking Policy.

You may be required to undertake any other duties at the request of the line manager which are commensurate with the role, including internal job rotation and absence cover.

This job description is an outline and account of the main duties. Any changes will be discussed with the post holder in advance but will also be reviewed regularly to take into account changes and developments in service requirements.

Person Specification:

Post Title:	Housekeeper		
		Essential	Desirable
Qualifications	Level 2 Hospitality, NVQ 2 or equivalent in catering or relevant City and Guilds qualifications		X
	Knowledge of Health and Safety and COSHH	X	
Knowledge	Knowledge of Health and Safety and food hygiene	X	
	Understanding of dietary requirement appropriate to the service user group		X
Experience	Experience of preparing food in a residential or community setting		X
	Improving quality	X	
	Experience of domestic work in a residential or community setting.		X
Attitude	Flexibility	X	
	A desire to continue learning new job related skills	X	
	Self-aware and takes responsibility	X	
Other	Satisfactory DBS check	X	