

JOB DESCRIPTION

JOB TITLE: Housekeeper

RESPONSIBLE TO: Hotel Services Manager / Home Manager

RESPONSIBLE FOR: Domestic Assistants

Exemplar Health Care Values:

- Our enthusiasm
- Our perseverance
- Our willingness to challenge
- Our desire to improve the lives of others

We provide specialist nurse-led care for adults with complex needs arising from enduring mental ill-health, neuro-disability, profound learning disability and autism, brain injury and stroke.

Our mission is to make every day better for every one we care for and work with. At Exemplar, we enhance the lives of our services users, families and staff by providing everyone with the opportunity to develop, grow and reach their potential - irrespective of health or ability.

Key Responsibilities:

- Ensure the highest standard of cleanliness and hygiene in all private rooms and public areas
- Ensure the laundry is of the highest standard and efficiency
- Comply with Company standards, policies and procedures
- Supervise, motivate and organise domestic and laundry staff to achieve compliance with company standards, policies and procedures, and all relevant legislation and guidance including the use of Personal Protective Equipment (PPE)
- Control the purchase, consumption and handling of all chemicals and products to ensure financial budgets are attained and all health and safety matters are fully complied with
- Minimise the risk of accidents and waste by effective training and supervision
- Complete all necessary documentation and administration to ensure the smooth running of the department
- Check all relevant equipment and machinery to ensure it is in safe working order and train all appropriate personnel in its correct use
- Supervise the laundry area ensuring an efficient and smooth running system is set in place for the handling of service user's personal clothing and bed linen
- Report all compliments, comments and/ or complaints
- Attend heads of department meetings as required

- Secure service users and Company's property and premises
- Report any defects, damage, theft, breakages or hazards
- Carry out other duties as will, from time to time, be directed
- Carry out all duties in a safe manner having regard for the health, safety and welfare of self, staff, service users and other persons within the home
- Undertake appropriate training and development to ensure statutory compliance
- Participate in appraisal and supervision processes within the statutory guidelines
- In accordance with the *Health & Social Care Act 2008*, the post holder will actively participate in the prevention and control of infection within the capacity of their role

Health and Safety

As an employee of Exemplar Health Care, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the service, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
- Recognise the personal right of the service user to positive risk taking in promoting their own recovery, working within identified guidelines.
- Have a general duty to take reasonable care for the health and safety of self and others who may be affected by their acts or omissions at work. All safety rules, regulations and codes of practice relating to the work area should be observed.
- Report all accidents, dangerous occurrences, incidents and hazards in line with company policy.
- Respect confidentiality relating to information gained through employment with the organisation and to ensure information is not disclosed to any unauthorised person/agency.

This job description is not exhaustive and is subject to regular review and appropriate modification. The post holder may be required to undertake other relevant and appropriate duties as reasonably required.

I confirm I have read and understand this Job Description

Name of Post holder:

Signature:

Date: