

JOB DESCRIPTION

Job Title: Housekeeper
Department: Care
Reports to: Home Manager

Job Purpose

To ensure a high standard of domestic service is delivered by monitoring and participating in the following duties

Key Tasks

- To monitor domestic support assistants within the residential units
- Ensuring cleaning schedule is implemented
- To monitor stock levels and order supplies including provisions and sundries
- Assisting with menu planning, food preparation and some cooking
- Providing refreshments for visitors from outside agencies
- To work with the domestic assistant to clean as directed by the Manager.
This will include:
 - Liaising with the manager re day to day tasks
 - Toilets, sinks, kitchen and dining areas including cupboards, fridge, oven, microwave and surrounding work surfaces, doors, floors etc., as necessary
 - To support in the – hoovering, damp dusting all areas, including under settee cushions
 - Bath or shower areas
 - Windows and other areas as required
 - Damp dust areas
 - Washing up, putting away all crockery etc
 - To assist in serving
 - To launder clothes, towels, bed linen etc

General

Ensure all duties are carried out in accordance with Health & Safety regulations as given in Health & Safety manual.

This Job Description is not exhaustive and the postholder may be required to undertake other appropriate duties and projects from time to time.

March 2012