

Human Resource Quality Manual 3	Issue Date: 17 <sup>th</sup> November 2011
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<b>Title of Post:</b> Housekeeper (part-time)	<b>Location:</b> Twisel Lodge, Hollywood
<b>Accountable to:</b> The Registered Manager	
<b>Purpose of the Job:</b> The Housekeeper is part of the residential team caring for 8 residents who have learning disabilities. He/she is responsible for providing cleaning services within the home.	
<b>Salary/Hourly Rate</b> £7.65 per hour	<b>Hours of Work:</b> 10 hours per week
<b>Closing Date:</b> Monday 3 <sup>rd</sup> April 2017 at 4.00 pm	<b>Length of Contract:</b> Permanent
<b>Estimated Interview Date:</b> Monday 10 <sup>th</sup> April 2017	

**Key Duties & Responsibilities:**

- Ensuring the home is kept clean and tidy
- Ensuring that the procedures are adhered to in respect of:
  - Health & Safety
  - COSHH.
  - Infection control.
- Carpets to be vacuum cleaned, and stains to be removed as required
- Tiled and vinyl floors to be swept and damp mopped. Unpolished floors to be wet mopped, rinsed clean and dried.
- Dust and spot clean desks, tables and worktop areas. Wipe clean and buff dry chairs and sofas.
- Damp wipe light switches, doorframes, door handles, fingerplates, adjacent door surfaces and kick plates.
- Dust skirting boards, window ledges, handrails, radiators, exposed pipe work, fire extinguishers, shelves, cupboard and filing cabinet tops.
- Spot clean and dust mirrors and all glass to pictures and displays.

- Damp wipe telephones with soft clean cloth with disinfectant solution.
- Wipe all surfaces with a damp disinfectant cloth.
- Fill and empty the dishwasher when dish loads build up, putting clean dishes in appropriate cupboards.
- Dust and spot clean painted and tiled surfaces etc.
- Clean sanitary ware – WC pans and wash hand basins. Disinfect and polish toilet seats, seat covers, taps and fittings.
- Ensure stock of supplies, cleaning materials and toilet consumables is maintained and stored safely, through liaison with the Manager or nominated person.
- Empty and wipe clean all waste receptacles with damp disinfectant cloths both inside and out.
- Place all rubbish in black plastic refuse sacks and remove to outside bins.
- Keep a record of stock and submit an order as needed
- Participate in in-house training and other courses as appropriate
- Lounge x 2 Hoover and low dusting sofa and chairs –hoover and damp cloth wipe  
.Clean door ,windows television
- Residents bathroom Cleaning and maintaining bathrooms in line with housekeepers rota
- To complete all housekeeping duties in line with housekeepers weekly rota

**Person Specification:**

**ESSENTIAL CRITERIA** – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

<b>The following are essential criteria which will be measured at short listing stage:</b>			
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced By:</b>
<b>Education/Training/Qualifications</b>			Application form
<b>Experience</b>	6 months experience of working within a similar environment  Experience in housekeeping in a commercial /residential home setting		Application from
<b>The following are essential criteria which will be measured at interview stage:</b>			
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced By:</b>
<b>Specialist Knowledge &amp; Skills</b>	Ability to work on own initiative and prioritise work schedules.  Good communication skills.  A caring attitude towards people who have a learning disability and willing ability to relate to them in a sensitive manner	Understanding of responsibilities under HSAW Act, COSHH, Infection Control.	Interview
<b>Circumstances</b>	Positive attitude and commitment to high standards of housekeeping whilst respecting the individual Wishes of residents in whose home he/she is working.  The ability to form positive Relationships with colleagues.		Interview
<b>Other Requirements</b>	Valid work permit  Access NI check Able to fulfil the Occupational Health requirements for the post  Job References		Work permit Valid documentation Occupational Health questionnaire 2 satisfactory references

## **Benefits**

- Starting on 20 days annual leave pro rata plus Cedar recognises 8 statutory days
- Organisation Pension available on completion of probationary period with Standard Life Group (Cedar contribution 4%, employee 4%)
- Occupational sick Pay Scheme
- Investor in People Champion with commitment to development of the staff team through training and learning opportunities

**This Job Description is a general outline of the post as it is currently perceived by Cedar Foundation. It is not intended to be restrictive or definitive.**

**Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.**

**The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.**

**THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**