

## JOB DESCRIPTION & SPECIFICATION

### HOUSEKEEPING ASSISTANT

<b>Location</b>	Kirk House, 110 King's Road, Belfast BT5 7BX
<b>Project Remit</b>	<p>Kirk House is "Housing with Care" facility in which independence, freedom of choice, self-esteem and dignity are respected and promoted. Residents are supported to maintain links with their family and local community; and the level of care each receives is tailored to meet their individual needs.</p> <p>Kirk House is situated in landscaped grounds, it comprises of 42 individual flatlets, four of which are designed for couples and two for disabled residents. On wing provides safe and supportive accommodation for nine residents with dementia, providing a pioneering approach to dementia design with a homely feel to make residents more comfortable, independent and reduce confusion.</p>
<b>Hours of Work</b>	30 hours per week carrying out shifts over a 7 Day Rota
<b>Salary</b>	£18,024.24 per annum (£11.554 per hour)
<b>Contract Type</b>	Permanent
<b>Pension</b>	4% employer contribution (after 3 months of service)
<b>Holidays</b>	32 days annual leave per annum (including statutory holidays)
<b>Sick Scheme</b>	Statutory Sick Pay
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Westfield Health Level 1 - Cash back plan</li> <li>• Westfield Health Rewards</li> <li>• Free meal (one meal per 12 hour shift)</li> <li>• Paid breaks</li> <li>• Uniform provided</li> <li>• Paid Access NI</li> <li>• Long service annual leave increments and scheme</li> </ul>

## Job Specification

Essential	
<b>Qualifications &amp; Experience</b>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Good communication skills and ability to work as a team</li> <li>• Ability to use initiative to resolve issues and follow correct reporting procedures</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Experience in a similar role within a Residential Care/Nursing Home environment</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability to work on a rota basis (7-day week)</li> </ul>
The successful candidates will require	
<b>Access NI</b>	<p>This Post is subject to an Enhanced Access NI check. Having a criminal record will not necessarily debar you from working with BCM. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate.</p>

## Job Description

<b>Scope of Responsibility</b>	<p>As a Housekeeping Assistant your focus will be to ensure a high standard of cleanliness and hygiene is kept throughout Kirk House including in residents' rooms.</p>
<b>Key Areas of Responsibility</b>	<p><b>Housekeeping</b></p> <ul style="list-style-type: none"> <li>• You will be ensuring that our resident's rooms are maintained to the highest standard of cleanliness and that such duties are carried out in a respectful and empathetic manner, according to resident's needs.</li> <li>• As part of the housekeeping team, you will be responsible for maintaining the cleanliness of all communal areas within Kirk House, cleaning stores, toilets, bathrooms, and equipment (belonging to Kirk House and/or to the residents).</li> </ul> <p><b>Laundry Duties</b></p> <ul style="list-style-type: none"> <li>• You will help to ensure that an effective system of collecting, receiving / redistributing laundry is in place to ensure that resident's/Kirk House requirements are always met</li> <li>• You will ensure, when required, that all laundered items are dried, pressed, ironed, steamed, and folded.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Your role will require you to adhere to our Health &amp; Safety policy and procedure and where necessary, bring to the attention of management, any area, piece of equipment, standard or working practice, which does not meet safe standards.</li> </ul>

	<ul style="list-style-type: none"><li>• You may assist with serving meals to residents and to ensure all areas are clean and tidy after each meal.</li><li>• You will help to maintain sufficient levels of cleaning supplies and equipment and advise management on replenishing supplies.</li></ul>
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The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.