HOUSE KEEPING JOB DESCRIPTION

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| **JOB TITLE** | **Housekeeping /Domestic** |
| **ACCOUNTABLE TO** | * Owner * Manager * Registered Nurse * Floor Manager |
| **SKILLS REQUIRED** | * Good communication skills to be required * To be aware of the Homes policies * To be organised. * To be able to prioritise * To be a team member and be able to work on your own using your initiative. * Commitment to infection prevention and control. |
| **MAIN DUTIES** | * To recognise every resident is a unique individual with individual needs and rights to privacy, dignity and courtesy. * To respect residents personal belongings and possession with care and understandings. * To report all breakages, malfunction and abnormality of equipment within each the wing. * Your trolley should never be left unattended at any times. * All liquid cleaning material should be kept locked in box provided. * All dishes, cups and trays in bedroom used by residents must be returned to kitchen. * Flowers vase must have a change of water daily. * Regular check to paper machine. Soap dispensers and hand wash in all areas. Refill as necessary. * Glass pane in main entrance, lobby, office and lounge areas must be wiped clean daily. * Toilet brushes and toilet holders must be washed daily and as often required. * Net Curtains, curtains, and bedspread must be checked daily and washed regularly possibly each wing at a time. * Skirting boards, window sills, bed frames and hand rails must be disinfected regularly. * Adopt a system of monthly spring cleaning of each wing to ensure these issues are addressed appropriately. * Waste bins and clinical waste bins must be emptied and disinfected regularly. * Communal areas, bathroom, and toilets must be done three times daily. * Shampoo carpets when required. * Clean lightshades and clean and maintain cleaning equipment. * Report all accidents and incidents to the Manager. |

**You may be required from time to time to carry out duties outside your job description.**

**Reviewed by Fiona Schrader April 2022**