HOUSE KEEPING JOB DESCRIPTION

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| **JOB TITLE** | **Housekeeping /Domestic** |
| **ACCOUNTABLE TO** | * Owner
* Manager
* Registered Nurse
* Floor Manager
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| **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.
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| **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.
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**You may be required from time to time to carry out duties outside your job description.**

**Reviewed by Fiona Schrader April 2022**