

# House Keeping Assistant

Reports to: House Keeping Manager



Please note that this role may require occasional work at other homes across the Heritage group.

## Job Summary

The post holder will be responsible for ensuring the cleaning and hygienic maintenance of the Home. They will keep a high standard of appearance to contribute to the quality of care and lifestyle afforded to each resident. This is particularly applicable to each client's privacy and dignity and in respect of each client's personal possessions.

The key role would be to maintain the cleanliness of the Home to a very high standard.

## Job Description

- To be directly responsible to the designated supervisor
- The vacuuming of rooms and corridors and emptying all waste bins
- Cleaning the glass and mirrors
- Dusting the cobwebs
- Sweeping and mopping floor surfaces
- Cleaning the bathrooms and toilets, with particular attention to guidelines for the control of germs and infestation
- Clean areas as assigned
- To clean all allocated rooms including furniture, fittings, fabric, carpets and equipment
- Ensure that rooms are odour free
- To be aware of the health and safety statement and the COSHH statement
- To report any malfunction of equipment or fittings that require maintenance or cannot be kept to standard through normal cleaning procedures
- To report any cleaning materials that need replacing to the appropriate person
- Keep your cleaning area and space clean and tidy at all times and your cleaning materials safely stored
- To deal with the waste bags and their prescribed disposal
- Be familiar with the required care standards regulations governing your job
- Maintain client and business confidentiality at all times
- Maintaining good levels of infection control

## General Responsibility

- Maintain an awareness of the Health and Safety requirements.
- Work individually and within the team to provide the necessary back up for all staff, to a standard commensurate with aims and objectives of the Home and in consideration of its residents.
- Observe and maintain high levels of communication within the teams of staff, individual colleagues and residents.
- Maintain client and business confidentiality at all times.
- To carry out any additional duties as requested.
- To undertake any additional training and development programmes the Home may consider appropriate to enhance your contribution to the work at this home.
- To review on a regular basis the job description for your post and to agree any changes.

## Policies and Procedures

- To be up to date on, and follow, the relevant procedures contained in the Home's Policies and Procedures file as they affect your job and its responsibilities.

## Accountability

- Be accountable to your Manager for all areas of your duties and responsibilities. This accountability will be expressed through:
  - Regular one to one supervisions and team meetings with your Manager and other members of the team.
  - An annual appraisal meeting at which personal targets will be set and monitored.

**Task and responsibilities within your area of capability may vary occasionally depending upon the needs of the business. You may be asked to undertake a variation of your normal routine to meet these needs. Your enthusiasm and flexibility will be appreciated.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN YOUR CV & COVERING LETTER TO THE ADDRESS BELOW**

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