



**THE FED**  
**Job Description**

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**TITLE:** Housekeeper / Twilight Housekeeper  
**PLACE OF WORK:** THE FED  
**DEPT:** Housekeeping  
**RESPONSIBLE TO:** Julie Dixon  
**DATE JOB DESCRIPTION REVIEWED:** 20<sup>th</sup> March 2014

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**JOB PURPOSE:**

To provide a Housekeeping service and undertake general cleaning tasks such as Emptying Bins, Vacuuming, Mopping & Damp Dusting in Public & Communal Areas, Toilets, Bathrooms, Bedrooms, Flats & Offices.

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**COMMITMENT TO OUR VALUES:**

To work with both service users and colleagues, in a way which is in line with the values of the organisation, namely which:

- Supports people's right to privacy
- Respects people's dignity
- Recognises people's human rights
- Permits zero tolerance of all forms of abuse
- Enables people to maintain the maximum possible level of independence, choice and control
- Treats all people as individuals
- Supports people to freely express their needs and wants
- Demonstrates respect and integrity in all our work with people

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**Main duties and responsibilities:**

- To carry out duties as requested by the Housekeeping Supervisor and to work to a set Daily Work Schedule
- Daily work schedule will include making beds, cleaning, dusting, vacuuming, sweeping, mopping, high dusting and general cleaning of all furniture & fittings within the building.
- To be responsible for your own cleaning trolley and keeping it tidy and well stocked.
- To order, monitor and control your own stores.

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## General Responsibilities

- To work in accordance with the organisation's mission, vision, strategic plans, policies and procedures.
- To work in accordance with the Skills for Care code of practice for social care workers and Care Quality Commission (CQC) regulations.
- To behave in a manner that reflects positively on the organisation at all times.
- To demonstrate a commitment to the safeguarding and welfare of vulnerable adults and children.
- To promote equality of opportunity and anti-discriminatory practices.
- To assist in monitoring and maintaining quality standards across the organisation.
- To demonstrate an understanding and commitment to the principles of confidentiality.
- To work in a manner that is sensitive and empathetic to the culture of the Jewish Community.
- At all times ensure effective and efficient use of the THE FED's resources.

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## Health & Safety

- All employees are subject to the Health & Safety at Work Act.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- To undertake duties and responsibilities in full accordance with the organisation's Health & Safety policy and procedures.
- To co-operate with policies and procedures to enable the organisation to comply with its obligation under Health & Safety legislation.
- To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.

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## Training and Development

- Participate fully in training and development in accordance with the organisations training plan and mandatory requirements.
- To attend and participate in supervision sessions and an annual personal review.
- To attend and participate in staff meetings.
- To contribute to the learning of other staff.
- To employ the skills and knowledge gained from training back in the work environment and to evidence your progression through measure of competencies in supervision with your manager.

**This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances, following discussion with the post holder.**

Post Holder \_\_\_\_\_  
(print name)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Dept/Floor-----