



Job title	Housekeeping Assistant / Laundry Assistant
Reports to	Housekeeping Supervisor / Maintenance Manager
Work Location	The Chaseley Trust

Job purpose

To ensure that Residents needs are met in all aspects of hotel services and in house laundry and to ensure that their living areas and all public and staff areas are kept clean and tidy.

Duties and responsibilities

Regulation and Legislation

1. Ensure Control of Substances Hazardous to Health (COSHH) is adhered to.
2. COSHH safety data sheets are read and understood.
3. Ensure personal mandatory training and associated Risk Assessments are up to date

Operational Standards

4. Follow a 4 week rota, developed by the Housekeeping Supervisor / Maintenance Manager.
5. Ensure that the care facility is presented to the highest possible standards. All areas of the home are cleaned as directed by the Housekeeping Supervisor and Senior Nursing Staff in the absence of the former.
6. Ensure that all areas are kept clean and tidy in accordance with agreed standards.
7. Be aware of Health & Safety issues at all times and action and / or report incidents in a timely fashion.
8. Carry out portering duties as directed by the Housekeeping Supervisor / Senior Nursing Staff in the absence of the former.
9. Operate washing / drying and ironing facilities safely in accordance with the specified procedures in conjunction with all Health & Safety requirements.
10. Ensure all areas have an adequate supply of linen.
11. Transport clean / dirty linen between each laundry cycle and fold and pack finished linen to meet the needs of the Service User.
12. Keep working areas clean and accessible.

General

1. Adhere to the local safeguarding policy and follow the Duty of Candour requirements
2. Ensure your team participates in resident of the day as directed by the general manager.
3. Attend resident meetings, evening or weekend functions as they arise to facilitate a quality service to residents and guests of the home. Ensure feedback from resident meetings is acted upon.

Working conditions

Work hands on alongside team members when staff shortages occur, irrespective of shift patterns or days of the week.



The Chaseley Trust subscribes to Well Led

Good leadership, at all levels of the organisation, shapes its culture into one where people who use the services and the quality of care come first

- strong & effective leadership
- a supportive and values-driven culture
- encouraging teams to work together
- stable management
- open and collaborative

Person Specification

Requirement	Essential	Desirable
Physical Requirements	<ul style="list-style-type: none">• Fit & Health• Independently mobile• Ability to work flexible hours• Ability to manage own stress	
Knowledge & Skills	<ul style="list-style-type: none">• The Casre Act 2014 Health & Safety• Effective Communication skills	<ul style="list-style-type: none">• Basic computer skills
Experience	<ul style="list-style-type: none">• Experience in hotel services• Experience of working in a Nursing Home• Able to work independently / safely.	<ul style="list-style-type: none">• Experience of working with disabled people
Personal attributes	<ul style="list-style-type: none">• Patient• Sensitivity to Residents requirements• Enthusiastic and innovative• Good sense of humour• Approachable• Well motivated	
Skills and abilities	<ul style="list-style-type: none">• Multi-tasker• Person centered• Diligent• Flexible• Can do approach• Resilient• Excellent communication• Attention to detail	



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Supporting People with Disabilities

This job description reflects the current main organizational priorities for the position. These priorities may develop and change in consultation with the post holder in line with needs and priorities of the business.

Please sign and return one copy to HR.

Job Holder Name: _____

Signature: _____

Date: _____