

**Title of Post:** Housekeeping Assistant / Laundry Assistant

**Reports to:** Housekeeping Supervisor / Facilities & Governance Manager

**Job Summary:**

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.

**Main Duties:**

**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 two-week rota, developed by the Housekeeping Supervisor / Facilities & Governance 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 Operate washing, drying and ironing facilities safely in accordance with the specified procedures in conjunction with all Health & Safety requirements.
- 9 Ensure all areas have an adequate supply of linen.
- 10 Transport clean / dirty linen between each laundry cycle and fold and pack finished linen to meet the needs of the Service User.
- 11 Keep working areas clean and accessible.

**General**

- 12 Adhere to the local safeguarding policy and follow the Duty of Candour requirements
- 13 Ensure your team participates in resident of the day duties as directed by the Housekeeping Supervisor.
- 14 Work hands on alongside team members when staff shortages occur, irrespective of shift patterns or days of the week.

## **Safeguarding**

Chaseley Trust is committed to safeguarding and promoting the welfare of vulnerable adults, employees and volunteers. All offers of employment with the trust are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS. Please note that under the GDPR, by making your application, you are consenting to Chaseley Trust processing and retaining your personal information for the purposes of the application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Chaseley Trust to process your application any further.

## **Final Statement**

Please note, irrespective of the post held, and at all times you are responsible for the health and safety of yourself, colleagues, Residents and visitors.

This job description will be agreed between the jobholder and the officer to whom he/she is accountable.

It is a reflection of the present position and will be subject to review and alteration in the event of any future development within the Chaseley Trust. It will be used as the basis for the determination of objectives.

**Person Specification  
Housekeeping Assistant**

<b><u>Attributes</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Physical Requirements	Fit & Healthy Independently mobile Ability to work flexible hours	
Knowledge & Skills	The Care Act 2014 Health & Safety Effective Communication skills	Basic computer skills
Special Aptitudes	Multi-tasker Person centered Diligent Flexible, can do approach Resilient Excellent communication Attention to detail	
Work Experience	Experience in hotel services Experience of working in a Nursing Home Able to work independently and safely.	Experience of working with disabled people
Personality Requirements	Patient Sensitivity to Residents requirements Enthusiastic and innovative Good sense of humour Approachable Well motivated	

Please sign and return one copy to HR.

Job Holder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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