

Job Description & Person Specification



Job Title Housekeeping Assistant	
Responsible to	Registered Home Manager
Responsible for	n/a
Department/Location	Lady Dane Farmhouse, Faversham
Date/ Version	September 2023 v.3
Purpose of job	You will be responsible for ensuring a clean environment is maintained for our services users and staff by providing a high-quality service and high standards of cleanliness, whilst ensuring compliance with infection control procedures.
Key Responsibilities	<ol style="list-style-type: none"> 1. To ensure that the service user's personal space is kept in line with the personal choices they express and meets health and safety obligations of the home. 2. To ensure that all communal areas are kept clean and tidy in line with the Health and Safety policy operated within the home. 3. To replenish PPE stock throughout the building. 4. To be responsible for checking and auditing first aid boxes. 5. Cleaning duties to include: <ol style="list-style-type: none"> a. Cleaning bathrooms, bedrooms and communal areas b. Sweeping, mopping and vacuuming c. Dusting and wiping of furniture, ledges, windowsills, external surfaces of cupboards, radiators, shelving units. d. To replenish/refill consumable items such as soap, toilet roll and paper towels e. To clean toilets, hand basins, baths and showers 6. To be sensitive to the privacy and individual needs of the service user. 7. Be able to cover our other sites including Canterbury and Herne when instructed by the Home Manager. 8. To support the aims and objectives of the Foundation and play a full and active part in always working so that this post is providing the highest standard of care to people who use our services. 9. To fully participate in all supervision and assessment to ensure personal and professional development takes place to the highest standard. <p>The above list is not exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.</p>

Expectations	<ol style="list-style-type: none"> 1. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies. 2. Ensure the views and needs of our service users inform and guide your work wherever possible. 3. Adhere to professional standards and legislation in relation to CQC. 4. Adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring the Health and Safety of own and others at all times) and any other relevant law/legislation. 5. Develop positive relationships with colleagues and other key stakeholders. 6. Keep abreast of internal and external developments and respond accordingly. 7. Attend and contribute to team, departmental and other relevant internal meetings, such as training, supervision and appraisal so that at all times this post, either directly or indirectly, provides the highest standard of care to people who use our services. 8. Attend and contribute to staff training and any other training identified as appropriate for the role. 9. Contribute to making SPF an environmentally friendly workplace.
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Essential Criteria	<ol style="list-style-type: none"> 1. Cleaning experience, not necessarily gained through employment. 2. An interest in Adult Care services and a desire to make a difference. 3. Able to read and understand instructions, especially the correct use of chemicals. 4. Good communication skills. 5. Have pride in your work and a keen eye for detail. 6. Be honest, reliable and trustworthy. 7. Flexibility to cover the shifts required by the post. 8. Driver and access to own vehicle to work in our other homes when required.
Desirable Criteria	<ol style="list-style-type: none"> 1. Experience of working in a care home environment. 2. Basic education (Mathematics & English)
Signed (Employee)	
Print Name	
Date	