



Daughters of Charity of St. Vincent de Paul CIO

Housekeeper

St Vincent's, Southport

March 2024

Registered Charity Numbers: England and Wales: 1204513 Scotland: SC052894



Daughters of Charity of St. Vincent de Paul CIO

Job Description

Post: Housekeeper
Tenure: Part-Time
Responsible to: Registered Care Manager

PURPOSE AND SCOPE OF THE POSITION:

To work as a member of the housekeeping team in a flexible manner to provide an effective and efficient housekeeping service that supports and enhances quality of care for the environment of our residents, staff and visitors.

To afford each resident at all times due dignity and respect, understanding that our residents are vulnerable, and that you will be required to lone work in their personal rooms, you must make sure that the service you provide ensure the confidentiality, personal space and belongings of each resident are treated with the utmost respect and care.

Ensure that all Housekeeping activities are undertaken in a manner that ensures compliance with the Care Quality Commission (CQC) standards.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Residents

1. Participate in the creation of a friendly, professional, supportive, homely, clean and hygienic environment for the residents.
2. Work effectively as part of a team to ensure that all areas of the home are cleaned to the highest standards and in accordance with the planned cleaning/laundry schedule and infection control guidance.
3. Ensure that each resident is treated with respect and dignity at all times, especially when you are lone working with residents in their bedrooms, understanding that our residents are vulnerable and their rooms are their only personal space.
4. Participate in catering duties as directed by the registered manager maintaining a high regard for food hygiene and cleanliness.
5. Understand and adhere to infection control procedures and policies that minimise the risk of cross infection.
6. Report any faults, loss or damage to equipment, paying particular attention to electric appliances, cable and sockets.
7. Maintain adequate supplies of cleaning and equipment within the designated area and ensure records are kept up to date and accurate.

8. Wear protective clothing as required and to be familiar with safe handling of chemicals procedures and to adhere to C.O.S.H.H. regulations.
9. Able to operate all appliances e.g. steam cleaner, floor buffing machine; washing machine; driers and ironing equipment.

Personnel

1. Maintain desired standards of behaviour, dress, general appearance and personal hygiene that gives an efficient and effective service delivery.
2. Ensure personal compliance with St Vincent's policies and procedure including Health and Safety and Security Regulations.
3. Undertake annual staff training programme in Manual Handling, Fire and Smoke Safety and C.O.S.H.H awareness.
4. Practice in accordance with the aims and objectives of St Vincent's.
5. Understand and adhere to the requirements of confidentiality in relation to residents and staff.
6. Attend regular meetings with the registered manager for reviews and updates.
7. Participate in regular supervision and annual appraisal to ensure you are supported and enabled in your development.
8. Offer a flexible approach to the role of Housekeeper, to account for the varying needs and demands of the housekeeping service delivered at St Vincent's.

Additional Duties

It is the nature of the work of St Vincent's that tasks and responsibilities are, in many circumstances unpredictable and varied and may include evening and weekend working. All staff are therefore, expected to work in a flexible way when tasks not specifically in their job description have to be undertaken.

These additional duties will normally be to cover unforeseen circumstances or changes in work, and they will normally be compatible with each member of staff's regular type of work. If the additional responsibility or task becomes a regular or infrequent part of the member of staff's job, it will be included in the job description, after consultation with the member of staff.

Additional Information

- COVID-19 considerations: Appropriate PPE worn by all staff and care home protocols in place. Appropriate training will be provided.
- The post holder must at all times carry out their responsibilities with due regard to the company's Equal Opportunities Statement.
- Work in line with the company's Safeguarding People from Abuse Policy and Whistle Blowing Policy to ensure that people are kept safe at all times.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of the Charity.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

- The post holder must respect the confidentiality of data stored electronically and by other means in line with the General Data Protection Regulation of 2018.
- Ensure risk assessments are actioned as necessary, in line with policies and procedures.

Genuine Occupational Requirement

We are a Charity which underpins its values and ethos from the teachings and example of St Vincent de Paul and Louise de Marillac, who co-founded the Daughters of Charity of St Vincent de Paul in 1633. Although we employ people of all faiths and none, we require that all employees learn about the Vincentian values which is the driving force of the Charity.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post.

Job descriptions should be regularly reviewed, if applicable or on a regular basis to ensure they are an accurate representation of the post.

Person Specification

Post: Housekeeper
Tenure: Permanent, part time,
Responsible to: Registered Manager.

Attribute	Essential
Work experience/ Knowledge	Experience in cleaning of guest facilities, public places and laundering bed and kitchen linens Knowledge of preparation of dining facilities and serving meals and refreshments. Knowledge of Health and Safety regulations relating to the work activity
Skills and Abilities	Good communication skills Ability to work safely with little supervision and maintain a high level of performance Prioritisation and time management skills Working quickly without compromising quality
Disposition and Attitude	Commitment to the Vincentian ethos and values Caring and positive attitude Willingness to learn
Other factors	Able to work flexibly as and when required

We operate a no smoking policy.

We confirm our commitment to equal opportunities in all our activities. It is intended that no job applicant or employee will receive less favourable treatment on the grounds of political belief, sex, sexual orientation, disability, marital status, race, nationality, ethnic origin, religion or social class. Selection and promotion criteria will be kept under review to ensure that individuals are treated on the basis of the job requirements and on their relevant personal merits, and are not disadvantaged by conditions or requirements, which cannot be shown to be justifiable.