



JOB DESCRIPTION FOR HOUSE KEEPER

Position	House Keeper
Responsible to	Home Manager/Deputy Manager
Purpose of Position	
<p>To be responsible for the general hygiene of the home. To ensure that all domestic staff actively contribute to the quality of domestic life in the home. <i>This post includes supervision of the laundry.</i> To keep the cost of cleaning within budgeted guidelines.</p>	
Principal Responsibilities	
<p>To allocate cleaning programmes for each domestic employee and to monitor the quality and thoroughness of the work. To monitor all laundry procedures including quality checks of the clean laundry. To do regular clothing checks to ensure all individual items are clearly marked with the service users' names. To collect, deliver and oversee any external dry cleaning as requested. To assist new service users' when they move in to set up rooms and apartments to be homely, clean and suitably furnished. Ensure all new staff are allocated uniforms. Ensure all new staff are allocated badges for names, job role and NVQ status. Ensure the homes pictures, lamps and accessories are in a good state of repair and will not cause injury to the service users. Carry out weekly furnishings checks to ensure there are no tears, rips, marks or stains ect to be removed or repaired. Keep a log of all maintenance issues in the maintenance handover book and ensure ALL other staff are aware of how to do the same. Ensure the maintenance man is up to date with issues listed above. Attend all requested training and all staff and health and Safety meetings. To control an allocated budget for the purchase of cleaning materials and to minimise wastage. To be responsible for the checking of hours worked by each domestic employee and to authorise the total hours on each time sheet. To contribute to staff meetings and encourage motivation and a good working atmosphere. To be part of the cleaning rota and to share in the cleaning duties. To perform other such reasonable duties as may be required.</p>	

Signed	<input type="text"/>	Date	<input type="text"/>
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