BALKERNE GARDENS TRUST LTD

**JOB DESCRIPTION**

**Employer:** Balkerne Gardens Trust Ltd

**Job Title:** Housekeeper

**Hours:** Variable – as agreed

**Location:** Freda Gunton Lodge

**Responsible to:** Housekeeper Manager

**Balkerne Gardens Trust is a not-for-profit organisation which strives to provide excellent care, support and accommodation to meet the needs of older people in the local area. Every member of staff should work with individuals promoting their dignity, independence and self-determination, ensuring the highest standards of care and demonstrating kindness and compassion. The Trust’s employees will treat *everyone* with dignity, respecting and valuing difference; this applies to the people we provide a service to and those with whom we work.**

# Key aims for the post-holder:

To provide a high-quality housekeeping service to the Home, keeping the environment exceptionally clean and tidy.

To work together with other staff to meet the care needs of residents in such a way that respects their dignity and privacy promotes their independence, whilst maintaining complete confidentiality.

# MAIN DUTIES AND RESPONSIBILITIES

1. To undertake duties flexibly and collaboratively, demonstrating a warm, caring and positive attitude towards residents and colleagues.
2. To provide and maintain a high standard of cleaning throughout the home, including carpet shampooing, inside window cleaning and any other duties as required by the Housekeeping Manager or the senior member of staff on duty.
3. To ensure at all times that methods of work do not detract from, or adversely affect, the quality of life of any resident.
4. Take part in staff meetings and training as required.
5. Understand and comply with all relevant Health & Safety at Work policies including COSHH requirements.
6. In the event of a fire or other emergency, carry out the appropriate action on the instructions of the senior member of staff on duty.
7. Undertake additional duties as required at the request of the Housekeeping Manager or the senior member of staff on duty.

# OTHER TERMS AND CONDITIONS

The Code of Conduct applies to all staff working for the Trust, except qualified nurses who are bound by the Nursing and Midwifery Council’s ‘The Code’ (2015).

Whilst based at Freda Gunton Lodge, all staff are expected to provide support as and when required to other parts of the organisation.

All staff must comply with health and safety legislation and the Trust’s policies and procedures. Smoking is only permitted in designated areas.

The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 requires that all staff working with vulnerable adults should have their criminal records checked. This is done by applying to the Disclosure and Barring Service once employment has been provisionally agreed.