**Housekeeper**

**Reports to:** Head of Services/Facilities Supervisor

**Revision date:** July 2021

**Direct reports:**  None

*MAIN PURPOSE OF JOB*

The postholder will work as part of the housekeeping team to provide high quality housekeeping and maintain standards with a strong focus on cleanliness and hygiene for Leuchie House.

*MAIN DUTIES & KEY RESPONSIBILITIES*

**Housekeeping**

* Ensure designated housekeeping and cleaning schedules are carried out to high standards of cleanliness and hygiene, using correct equipment and materials at all times.
* Carry out cleaning duties including the cleanliness of carpets and other floor coverings.
* Ensure laundry is correctly sorted, washed, ironed and returned in accordance with Leuchie House laundry policy.
* Determine priorities of work schedule in relation to the day to day operation of Leuchie House.
* Maintain notes and stock records as required.
* Any other reasonable duties as required

**Catering Assistance**

* Assist as required with food preparation and presentation
* Assist with food storage and stock control procedures as appropriate
* General cleaning duties in the kitchen ensuring cleanliness of kitchen areas and catering equipment
* Any other reasonable duties as required

**Health and Safety**

* All work duties to be performed and delivered following Leuchie House Health & Safety practices and in compliance with emergency, hygiene, COSHH procedures are adhered to.
* Ensure waste is correctly identified and disposed of
* Report any accidents, incidents or hazards as outlined in Leuchie House procedures.
* Lifting and moving housekeeping equipment.

**Other**

* Complete all and any staff training as required to promote own development and understanding.
* Be flexible in working hours to provide cover for holiday and absence.
* Work to promote equality, independence and freedom of choice for guests, visitors and anyone associated with Leuchie House by respecting privacy and personal dignity.
* Respect and maintain confidentiality in all areas relating to Leuchie House

*PERSON SPECIFICATION:*

**Knowledge and Experience**

* Experience of working within a customer focused environment
* Experience of working in a care or health environment preferred but not essential

**Skills**

* Excellent time management with the ability to work under pressure
* Good communication and interpersonal skills
* Literacy and numeracy skills

**Personal characteristics / attributes**

* Ability to work effectively on own and as part of a team with the ability to use own initiative
* Positive, professional attitude
* Flexible approach and attitude to working hours and tasks to be completed.
* Commitment to Leuchie’s vision and core values.

*By accepting the job offer issued you agree to adhere to the duties and responsibilities outlined in this job description for the position of Housekeeper at Leuchie House. A copy of this job description will be held in your HR file.*