
J O B D E S C R I P T I O N

Housekeeper – Short Term Care Centre

1. SUMMARY

Primarily, housekeepers will provide domestic support to the Short-Term Care Centre based in Mount Gould.

2. DUTIES

- (a) To provide a domestic service within the Short-Term Care Centre at Mount Gould. This will involve daily cleaning of guest's rooms, waiting rooms, handrails, removing waste from bins, offices of administrative staff, and accessways, along with regular deep cleans, which could be increased during periods of sustained infection.
- (b) To change bedding in guest rooms as appropriate, including bed making.
- (c) Properly storing housekeeping equipment and/or materials such as brushes, brooms, disinfectants, cleaning chemicals, and P.P.E.
- (d) Reporting any Health and Safety or equipment issues, such as the floor and walls of guest rooms, defective furniture, and windows that need replacement.
- (e) To work in collaboration with the catering team to support guest meal provision and resulting clean-up.
- (f) To be responsible for the cleaning of communal areas used by both Age UK Plymouth and the Short-Term Care Centre.
- (g) To report any situation that gives cause for concern immediately to Line Manager.
- (h) To promote equal opportunities for all individuals.
- (i) To maintain confidentiality of information in line with the Charity's policies and procedures.
- (j) To take part in staff meetings, supervisions and appraisals as required.

This list is not exhaustive. The Housekeepers role is to maintain the cleanliness and hygiene standards of the building they operate in.

3. GENERAL

- a) To assist with Age UK Plymouth functions held at all centres, as required.
- b) To comply with the Charity's Health and Safety policies and other relevant policies and procedures as contained in the Employees Handbook and as appropriate to the post.
- c) To assist and take part in the Charity's profile raising and charitable events.
- d) To undertake any training considered appropriate to the post.

e) To undertake such other duties as are reasonably appropriate to the post.

4. UNDERTAKING

I understand and accept my responsibilities, as outlined, for the post of Housekeeper for Age UK Plymouth.

I accept the conditions of service.

Signed _____

Date _____

Name _____

(please print)