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**Post** Domestic  
**Reports to** Team Facilitator

## General purpose

The post holder will be expected to provide a comprehensive housekeeping service to the project, maintaining a high standard and quality of physical environment.

## Main Duties

- To clean and maintain resident's accommodation and communal areas within the project to the highest standards.
- To ensure that equipment and materials are kept to the standard required of the current Health & Safety Legislation by means of cleaning schedules which should be recorded appropriately.
- To be responsible, in consultation with the manager, for the ordering of supplies, operation of a stock control system and, ensuring value for money whilst identifying potential areas of saving where appropriate.
- To be aware of the policies and procedures of the organisation and ensure all staff operate within these.
- To maintain records in line with the current Health & Safety Legislation requirements.
- To be accountable for health and safety within area of responsibility, and to develop appropriate risk assessments and safe systems of work as required and identified in line with organisational policy and employment legislation
- To attend, participate and contribute to staff meetings.
- To ensure consultation with residents and/or their carers in relation to the housekeeping service provided.
- To liaise with other agencies as necessary.
- To undertake any other duty consistent with the post and the work of the project as specified by the Team Facilitator.

## **Training and Supervision**

- You will participate in a full Induction Training Programme.
- You will participate in other training, as and when required.
- You will have the opportunity to be involved in Team and Individual Supervision and Appraisal and you will make yourself available for such sessions.
- You will participate in Team Planning and Team Building.
- You will take personal responsibility for putting your training and supervision into practice and for advising your Team Facilitator of any training needs.

## **Organisational Responsibilities**

- You will adhere at all times to Enable's Policies and Procedures.
- You will maintain a safe working environment ensuring your own personal safety and the safety of others.
- You will ensure that all statistical and/or factual information required by the organisation is collated and forwarded to the relevant personnel.
- You will communicate clearly with colleagues so that our services operate effectively.

## **Person Specification**

- You will encourage positive attitudes towards the individuals that we support.
- You will ensure that no action or omission on your part is detrimental to the interests, condition or safety of the individuals we support.
- You will work in a flexible way recognising the needs of the individuals we support.
- You will represent the organisation in a positive manner at all times.

## **Knowledge, Skills and Experience**

- To have knowledge of C.O.S.H.H. legislation
- To have knowledge of Infection Control
- To be an enthusiastic self-motivator with the ability to work as part as a team
- To have excellent communication and organisation skills
- To show sensitivity to the needs of the people we support and staff team.

**This is not an exhaustive list and the post holder will be expected to undertake other duties as determined by the organisation.**