JOB DESCRIPTION

Job Title: Housekeeper

Location: River House, 131 Central Promenade, Newcastle, BT33 0EU

Council: Social Witness (Older People Services)

Hourly rate: £12.71 per hour

Hours: 10 hours per week (8am – 1pm or 11am – 4pm, worked on a rota basis must be available to work weekends as required)

Responsible to: Service Manager

MAIN FUNCTION OF JOB

To provide cleaning and tidying services throughout the Home to the required standards and rules of the Home and within the Christian ethos of River House.

BACKGROUND INFORMATION

The Council for Social Witness is part of the work and witness of the Presbyterian Church in Ireland and its aim is to provide care for residents / service users in a specifically Christian ethos and environment, placing great emphasis on offering spiritual support and encouragement to residents, as well as physical care.

River House is one of 6 homes for older people run by the Council for Social Witness (Older People Services). The purpose-built Home accommodates 29 residents. The residents have a variety of physical, social, emotional and spiritual needs and varying levels of dependency.

The Home operates a No Smoking Policy.

RESPONSIBILITIES AND DUTIES

DOMESTIC DUTIES

1. To clean and tidy toilets
2. To clean and tidy bathrooms.
3. To clean and tidy bedrooms.
4. To clean and tidy corridors.
5. To clean and tidy sitting rooms.

6. To clean and tidy offices, treatment rooms etc.
7. To follow procedures for the appropriate disposal of waste.
8. To make beds as required.
9. To use all equipment according to appropriate instructions.
10. To maintain dignity, respect and confidentiality as required.
11. To support care staff in meeting the needs of the residents.
12. To respect the personal needs and wishes of the residents at all time.
13. To follow appropriate health and safety procedures.
14. To maintain written records as required.

LAUNDRY DUTIES

1. To wash, iron, itemise and distribute residents' clothes.
2. To wash and iron all household laundry e.g. sheets, pillowcases, napkins etc.
3. Minor sewing repairs.
4. Ensure that all appliances are kept in good order and free from abuse, in compliance with Health and Safety regulations.
5. To carry out any other reasonable duty such as Cleaning Duties as required by the management of the Home, which is necessary for the support and well-being of the residents.

In carrying out the duties of Housekeeper, the person will require the following:

- To be in sympathy with the Christian ethos of the Presbyterian Church in Ireland.
- To comply with all CSW policies and procedures as required
- To have integrity, honesty and patience.
- To have an understanding of the needs of the elderly in a nursing/residential home situation.
- To have an even temperament.
- To have an ability to work as a member of the caring team.
- To have an ability to treat residents as individuals and tolerate their likes and dislikes.
- To respect the authority and direction of the senior members of Staff in the Home.

To carry out any other reasonable duty as required by the management of the Home, which is necessary for the support and well-being of the residents

This job description is intended to be neither definitive nor restrictive and can be changed or augmented at any time to meet changing needs.