

JOB DESCRIPTION - HOUSEKEEPER

- Responsible to:** Registered Manager or other senior member of staff directed by the registered manager.
- Purpose of Position:** To be responsible for the general hygiene of the home and to keep the cost of cleaning within budgeted guidelines
- Values:** To promote and adhere to the Greensleeves Care -Workplace values of respect, openness and responsibility.

Principal Responsibilities

- Allocate cleaning programmes for each domestic assistant and to monitor the quality and thoroughness of the work.
- Control an allocated budget for the purchase of cleaning materials and to minimize wastage.
- Take an active in the cleaning and to share in the cleaning duties.
- Carry out supervision and induction of designated staff as required.
- Participate in training and support meetings as required.
- Adhere to policies and procedures within the Home and the Trust.

In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____