

The Chiswick Nursing Centre

JOB DESCRIPTION

JOB TITLE:	Housekeeping Assistant
ACCOUNTABLE TO:	Centre Director
REPORTS TO:	Head of Hotel Services
LOCATION:	The Chiswick Nursing Centre
JOB PROFILE:	To clean assigned areas within the Nursing Centre effectively, safely and to a high standard in a professional manner.

MINIMUM EXPERIENCE:

Nursing Centre or hospital experience preferred. Training will be given.

RESPONSIBILITIES & DUTIES:

1. To clean assigned areas of the Centre using correct equipment and materials.
2. To empty ashtrays, bins, etc and to arrange furniture and equipment in an orderly manner.
3. To replenish supplies of disposable items, e.g. toilet rolls, soap, paper towels, etc. and to be aware of and exercise efficient cost control.
4. To obtain materials and supplies from the Nursing Centre store.
5. To ensure all cleaning equipment is handled correctly and kept in a clean condition and any faults or hazards reported promptly.
6. To abide by the Company's Quality Procedures and Policies and to report non-conformances in the correct manner.
7. To comply with regulations in respect of Health & Safety at Work, COSHH, Environmental Health, Fire Precautions, etc. and abide by the Company's Health & Safety policy.
8. To inform the Housekeeper of levels of stock and requirements.
9. To report promptly all complaints, however minor, to the Housekeeper.
10. To maintain confidentiality at all times.
11. To undertake work in the laundry as requested by the Housekeeper
12. To cover colleagues' duties in times of sickness and holiday.

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13. To undertake induction training and participate in training programmes, which are, required either by law or Company standards.
14. To promote the good name of the Centre and the Company at all times.
15. To attend meetings as requested by the Centre Director
16. To develop positive relationships with residents and visitors.
17. To behave in a responsible, courteous and professional manner at all times.
18. To ensure that the residents' lifestyle is maintained in accordance with the Chiswick Nursing Centre Philosophy of Care and Residents Charter.
19. Actively protect service users from any form of abuse, harm or neglect and report any concerns regarding possible abuse of service users immediately to the person in charge.
20. To ensure that the Chiswick Nursing Centre Code of Conduct is maintained at all times
21. To co-operate and maintain good working relationships with all staff.
22. To take part in marketing activities as requested by the Centre Director.
23. To undertake other duties as may be reasonably requested in order to maintain the smooth running of the Centre.

This job description may be reviewed and changed from time to time according to the needs of the Company and residents.

This job description is in line with the current regulatory requirements of the Care Quality Commission, statutory legal requirements and the National Capability Framework for Adult Safeguarding and the policies and procedures of Ganymede Care Ltd.

Signature: _____

Date: _____

March 2017