



Morden College

Job Description

Job Title:	General Assistant – Housekeeping
Hours per week:	37.5 FTE
Location/Department:	Housekeeping
Reports to:	Assistant Housekeeping Manager
Direct Reports:	None
Budgetary Control:	No
DBS Disclosure:	Enhanced
Date Prepared:	May 2016

JOB SUMMARY/PURPOSE:

To support the delivery of care, promote infection control and ensure a safe environment for residents, staff and visitors by maintaining high standards of cleanliness; to provide continuity by working across CWct, Quadrangle, Public Areas and Offices and Laundry Operations as required and to provide a specific porterage service within the Housekeeping team.

KEY DUTIES & RESPONSIBILITIES:

1. To provide a Housekeeping specific Porterage service centred on transporting flat linen and cleaning supplies as required and to take accountability for flat linen stock levels within store cupboards
2. To work flexibly across all Housekeeping areas (Blackheath) as required.
3. To provide other Porterage services, such as moving equipment, as may be required from time to time.
4. To undertake planned and reactive cleaning duties in line with the methods and standards specified in the Morden College Housekeeping Manual and to complete periodic cleaning schedules.

5. To comply with statutory and organisational requirements, including but not limited to Health and Safety; Fire Safety; Food Safety and Infection Control and take responsibility for own and others health and safety.
6. To ensure that all tasks are carried out in a manner that respects the privacy, choice and dignity of residents and to promote a friendly and caring environment.
7. To work under the direct supervision of the Assistant Housekeeping Manager or in their absence the Housekeeping Manager and as part of both the Housekeeping Team and larger CWct team.
8. To ensure that adequate stocks of cleaning agents and supplies are available in individual Housekeeping store rooms and cupboards and that trolleys are re-stocked at the end of shift in readiness for the following day.
9. To ensure that cleaning equipment and materials are not left unattended and that Housekeeping store rooms and cupboards are kept clean, tidy and locked when unattended.
10. To ensure that waste is disposed of in line with statutory and organisational requirements.
11. To ensure that all dispensers are replenished and that adequate supplies of hand towels and toilet rolls are available in all areas.
12. To report defects promptly to the Assistant Housekeeping Manager/Housekeeping Manager.
13. To maintain open and honest relationships with colleagues in other departments in the care home and across Morden College and communicate effectively.

General Duties & Responsibilities

1. To maintain confidentiality at all times and to comply with the College policy thus ensuring security in the management and use of information.
2. To contribute to close working relationships with all personnel and to help to build an open, honest and happy culture that facilitates learning, creativity and excellence of delivery.
3. To be empathetic and courteous to residents and their relatives, treating them with care and consideration at all times and referring any issues or incidents directly to management/nursing staff as appropriate.
4. To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, absence cover and taking part in College events.

5. To comply with the policies and procedures of Morden College at all times.
6. To work in accordance with the Health and Safety at Work Act 1975 and related College regulations; understanding the health and safety policy and ensuring that care is taken to protect the health, safety and welfare of residents, staff and visitors in Morden College. This will include reporting of faulty equipment to the relevant manager.
7. To undertake training as necessary in line with development of the post.
8. To participate fully in the performance management process and undertake Continuing Professional Development as required.
9. To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
10. To ensure compliance with the Data Protection Act, 1998.

This job description is not meant to be exhaustive and will be reviewed and amended as necessary to meet the changing needs of the organisation. It will also be used as the basis for determination of objectives and the contents will be used as part of the appraisal process. This job description has been agreed between the post holder and Morden College.

Employee's signature:

Manager's signature

Print name:

Print name:

Date:

Date: