

Job Description

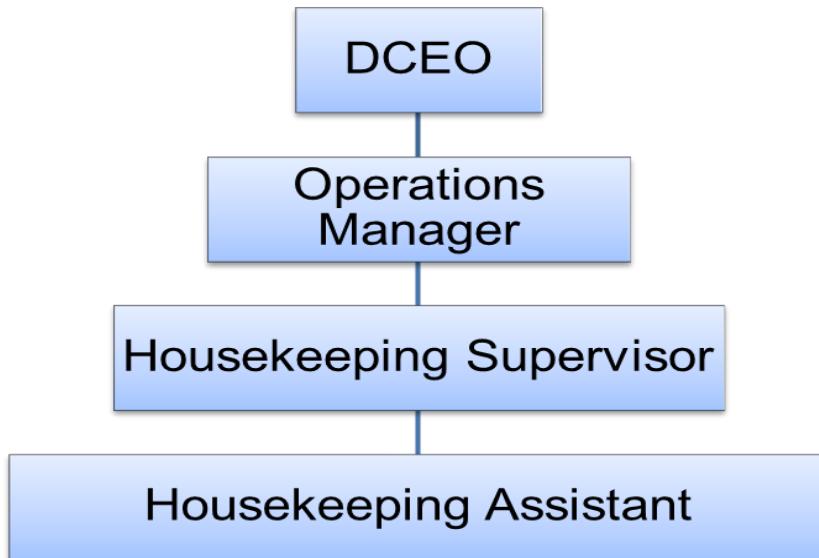
Title: Housekeeping Assistant

Location: Police Treatment Centre
Castlebrae, Auchterarder

Department: Housekeeping

Responsible to: Operations Manager

Organisation chart:



Job purpose

To service allocated bedrooms, bathrooms, corridors, service and public areas, and assist with laundry duties to the Charities agreed standard under the direction of the Operations Manager.

1. To maintain the agreed standard of cleanliness and hygiene throughout an agreed area observing all infection control measures.
2. To replace consumable items in rooms as required, strictly observing health and safety laws.
3. To ensure corridor area around section is kept clean and tidy and free from build up of dust.
4. To report any faults to equipment/premises to the Operations Manager/ Housekeeping Supervisor.
5. To report damaged or stained carpet/upholstery/soft furnishings to the Operations Manager / Assistant Housekeeper
6. To report details of any patient found unwell, or suspected of being unwell to the Facilities Manager or nurse on duty.

7. To report lost/valuable property found to the Operations Manager immediately.
8. To carry out general laundry duties including collection and delivery of linen, and operating of the laundry equipment, including washer, dryer, iron and rotary iron.
9. To observe all fire. Health and Safety/ COSHH regulations promote good safety habits and have a full awareness of all fire and evacuation procedures.
10. To observe all the charity's policies and regulations.
11. To maintain satisfactory security of all the Charity's assets i.e. keys stock, equipment, fixtures , fittings and premises
12. To maintain a high standard of personal hygiene with special attention to hands, hair care and appearance.
13. To ensure a high standard of customer care by dealing with complaints , requirements or problems immediately, and to take the necessary remedial action, reporting serious complaints, actions or problems to the Operations Manager/ Housekeeping Supervisor.
14. To cover laundry /housekeeping/dining room duties as directed by the Facilities Manager/housekeeping Supervisor
15. Other duties outside the normal daily / weekly routine, but within the overall scope of the position.

The purpose of this document is to act as a guide to the duties which may be required. It is not an exhaustive list and other duties may be required in accordance with the grade of the post and the competencies of the post holder. The job description from time to time may be subject to review and change following consultation with the post holder.

Signature of Post Holder..... Date.....

Signature of Manager Date.....