



specialist services for children

JOB DESCRIPTION

Title Of Job.	House Keeper.
Responsible To:	Registered Manager and those with delegated authority.
Supervisory Responsibilities:	None.
Location:	One of the Therapeutic Residential Children's Homes. In addition, any other home or resource owned or run by The Lioncare Group that may be in operation during the period of employment.
Main purpose of the job:	<ol style="list-style-type: none">1. To take responsibility for maintaining the home to a high standard of cleanliness.2. To take responsibility for assisting in creating a 'homely' environment for the young people in our care.3. To be an active member of the team of adults within The Lioncare Group.4. To adhere to all statutory guidelines and procedures under the Health and Safety at Work Act and other relevant legislation.5. To undertake all associated administrative duties.6. To act as a positive adult role model for the young people living at the home.
Equal Opportunities	The Board of Directors of The Lioncare Group have a strong commitment to achieving equality of opportunity in both the service it provides and the employment of all its staff and expects all employees to promote this policy in their work.

GENERAL DUTIES

In accordance with the stated aims and developing practice approach of The Lioncare Group, the duties of a House Keeper are:

1. To carry out duties in a professional manner at all times whilst employed by The Lioncare Group, and assist, support and promote The Lioncare Group within the wider market place.
2. To work within the stated aims and objectives of The Lioncare Group and adhere to all guidance, policies and procedures as stated in The Lioncare Group's '*Staff Care Policy and Employee Handbook*' and in the homes '*Policy and Procedures Manual*', at all times working in the best interests of The Lioncare Group and the young people in our care.
3. To assist in ensuring that the physical standard of the facilitating environment (the building and surrounding areas) of the home is maintained at all times to a high standard, and that the home provides a safe and appropriate environment in which our young people can grow and flourish, and in which the adult team can conduct their work.
4. To take responsibility for all aspects of maintaining the home in a pleasant, clean, homely and comfortable condition.
5. To liaise in a professional manner with all personnel and agencies associated with The Lioncare Group.
6. To act as a positive role model for the young people in our care.
7. To attend meetings when appropriate.
8. To exercise responsibilities under the Health and Safety at Work Act.
9. To ensure the implementation of The Lioncare Group's equal opportunity's policy in relation to the adults, young people and all others associated with the home.
10. To undertake training as required.
11. To adopt a flexible approach to the work and the working conditions.
12. To undertake delegated tasks and instructions from Line Managers, and carry out other such duties that may be required from time to time to a level of competence expected from the grade of post.
13. To generate an open, honest and supportive atmosphere within the home in order to develop the growth and development of both adults and young people.

SPECIFIC DUTIES:

House Keeper:

1. To report problems that relate to the maintenance of the property to the Registered Manager or a senior member of the team.
2. To ensure that all machinery and appliances are cleaned to a hygienic level on a weekly basis.
3. To ensure that the food preparation areas are cleaned and sanitised on a daily basis.
4. To ensure that all bath, shower, sink and toilet areas are cleaned and sanitised on a daily basis.
5. To ensure that all areas of the home are hoovered and polished daily.
6. To take responsibility for washing and cleaning all paintwork and curtains / blinds on a regular basis.
7. To ensure all bins and waste paper baskets are emptied daily and that the garbage area is maintained in a satisfactory state, including washing out the dustbins and sweeping the area.
8. To inform a senior member of the team of any areas requiring attention or repair.
9. To be responsible for ensuring all cleaning equipment and materials are kept in stock in the house and for overseeing the organisation of repairs to machinery when required.
10. To undertake duties in and around the properties in a professional and appropriate manner including the appropriate and safe storage of tools and equipment.

11. Immediately alerting the Registered Manager &/or Director of any concerns regarding inappropriate or unacceptable practice occurring within the home, the organisation or external agencies.
12. Attending internal and external meetings and forums as necessary.
13. Fully participating in the formal process of supervision.

SELECTION CRITERIA / JOB SPECIFICATION:

The criteria below indicate the qualities that are needed to do the job well. Candidates for the post will be selected according to the extent to which they satisfy these criteria. Evidence of potential will also be considered. Most of the criteria must normally be met in order to qualify for selection.

Essential Criteria:

- A stable and balanced personality able to work under pressure.
- Ability to manage own workload in a clear and structured manner within agreed timescales and to work in isolation without direct supervision.
- Respect for young people and to the principles of equal opportunities and anti-discriminatory practise.
- Understanding and appreciation of the issues of confidentiality, privacy and dignity.
- Confidence to use own initiative when appropriate.
- Ability to be assertive without being aggressive.
- A willingness to undertake further training and professional development in relevant areas.
- Good interpersonal skills and ability to work as part of a wider team.
- Reasonable writing and communication skills.
- The ability to adopt a flexible approach to the work and to the working conditions.
- Physically fit and able to lift, carry etc.
- Able to work outside normal working hours if required.

Desirable Criteria:

- Knowledge of health & safety procedures and fire safety policy.
- Full driving licence
- Previous experience in a house keeper-based job.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.