



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title</b>	Housekeeper	<b>Reporting to</b>	Manager or Senior On Duty
<b>Grade</b>	J	<b>Posts/Team reporting to this role:</b>	0
<b>Business unit</b>	Intermediate Care	<b>Role Profile Reference</b>	P/A

### Role Purpose

- To provide a cleaning service throughout the care centre.
- To participate in providing a good level of service to all the Service Users.

### Role Accountabilities

- The Housekeeper is accountable to the senior officer on duty.
- To clean Service Users rooms and all communal areas.
- To make beds.
- To assist with the washing up in savories and kitchens.
- To lay tables, to prepare beverages and snacks and to participate in the main kitchen in the preparation of meals as and when required.
- To wear appropriate clothing in accordance with Health Hygiene regulations.
- To work within a seven-day Rota and to work variable flexible hours.
- To maintain professional boundaries in accordance to our policies.

### Other Key Features of the role

- To attend staff meetings.
- To participate in staff Supervisions and Appraisals.
- To participate in training activities.

All duties must comply with Health & Safety required COSHH, Hygiene regulations, Fire precautions and Codes of good practice.

### Knowledge and Experience

- NVQ level 1 in Housekeeping would be desirable.
- Having an understanding of the Service Users and their needs.
- Experience of tasks – Cleaning, washing up, preparation of meals, snacks and drinks.

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- To be able to work on one's own initiative and capabilities.
  - To acknowledge team responsibilities.

**Contacts and Relationships**

- To be able to undertake report writing and complaints forms as and when required.
- To work within other relationships when required.

Board Director	
Signature	Date