

SPRINGLAWN GROUP OF HOMES

Job Description: Housekeeper/ Laundry Person

Minimum Requirements

Over 17 years of age
Good spoken and written English
Good communication skills and ability to interact with patients and visitors
An awareness of Health and Safety within the Nursing Home
An understanding of the Patients Charter and Human Rights within a residential setting

Job Summary

The post of Housekeeper/Laundry Assistant involves ensuring the cleanliness within the Nursing/ Residential Home is of the highest standard in all areas. You must be able to communicate effectively with your colleagues and retain relevant information given regarding the use and storage of cleaning products and the equipment safely. Each Housekeeper/ Laundry assistant must work within the team and be able to work independently without constant supervision. You must be able to identify priorities within the cleaning environment and also potential hazards within the cleaning environment and take appropriate action to avoid an accident to any person within the Nursing Home.

The Laundry Assistant must have the knowledge of the equipment and be able to quickly read labels and choose the most appropriate method of laundering. Laundry staff is responsible for the residents personal laundry as well as the general laundry generated within a busy nursing home. The staff employed must be able to use economy and ensure that the clothing etc is not damaged by any action which they undertake.

Organisational Relationship

Responsible to: Nurse Manager/ Group Manager/ Home Owners

Reports to: Nurses/Nurse Manager

Relates to: Managers
Staff Nurse
Senior Care Assistants
Care Assistants

The main duties of the Housekeeper are as follows:

- to clean all rooms in their designated area including the furniture, fitting, fabric, carpets and equipment
- to be aware of health and safety at work and COSSH regulations
- to maintain a safe environment at all times e.g. wet floor signs, safe storage
- to clean sanitary and other equipment, particular attention to guidelines on type of detergent to use
- to report any problem with equipment/ fittings etc which may need repaired
- to dispose of waste correctly
- to promote economy and minimise waste of cleaning materials
- to maintain the general cleaning rota and weekly tasks

- to clean patients bedrooms and private areas e.g. en suite bathrooms as discreetly as possible and respecting their right to confidentiality and privacy
- to clean brassware/ light fittings etc as part of the cleaning schedule and as required
- to deal with carpet stains immediately
- to deal with odours immediately
- to report to the Nurse Manager any particular repeated problems which may need addressed e.g. resident non-compliance
- to keep the floors free of debris at all times
- to co-operate with other team members if requested to prioritise a particular area
- to assist in the Laundry/ Kitchen area if necessary
- to ensure that washing machines are emptied and left clean at the end of shift

Laundry Person Duties

- to collect laundry from the sluices and other areas and take to the laundry
- to sort laundry using colour and temperature choices to avoid ruining wash in machine
- check that items not suitable for laundry are removed and dry cleaned if patient in agreement
- check and remove other items e.g. broaches, tissues etc from clothing before putting in machines
- to use economy when doing wash, ensure properly loaded and appropriate amount of detergent used
- do not overload the tumble drier and use setting appropriate to fabric being dried
- clean the filters daily to avoid damage to drier and machines
- clean the machines daily at the end of shift and leave ready
- use economy and hang clothes out to dry where weather permits
- iron all patients clothing (not undergarments) and leave ready for Care Assistant to return to bedrooms
- dry and return bed linen and towels to various stores throughout the Homes
- Do small running repairs to patient's clothes e.g. turn up hem is falling; sew on buttons if coming loose etc.
- Keep the laundry room/ area clean and tidy and free of debris and odours
- Assist in the appropriate labelling of patients clothes to avoid loss of items

NB: The duties and responsibilities outlined in the job description are not meant to be definitive or restrictive and will be modified to meet changing needs. It should be noted that the duties, designations and location of the post may be subject to change in the future to meet the needs of the service.

You should note that under The Health and Safety at Work Act you are required to take all reasonable steps while at work to ensure your own health and safety and the health and safety of those who may be affected by your acts or omissions at work.

You should also be aware that we operate a no smoking policy and no alcohol policy within the Group of Homes