

Housekeeper – Adult Day Services

JE Code: JE2126

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| **We are dedicated, respectful, collaborative. We are Milton Keynes Council** | |
| **Service** | Adults |
| **Reports to:** | Team Leader |
| **Job Family** | Operational Services |
| **Grade:** | B |
| **Political restricted**  **Date:**  **JE Code:** | N  November 2020  JE2126 |

**Key Deliverables**

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| **1.** | Prepare the building on a daily basis to meet the needs of the individuals, which will include preparing the bedrooms, bathrooms, living rooms, kitchens, shared rooms, corridors in accordance with guidance and service needs |
| **2.** | To oversee the distribution of food to service users as and when required |
| **3.** | To carry out housekeeping/cleaning duties in line with Health and Safety and COSHH reugulations, including emergency cleaning as directed by the Team Leaders and management team or other designated person |
| **4.** | To be responsible for the ordering and safe storage of equipment and materials within service ensuring that all emergency exists are safe at all times. |
| **5.** | To manage stock levels for both cleaning and food distribution, inform admin when stocks need replenishing and keep the service stocks replenished. |
| **6.** | To be responsible for all laundry for the Service, washing and ironing of all bedding, clothing etc |
| **7.** | Undertake minor repairs to soft furnishings, bedding and clothing (i.e. not requiring qualified craftsperson) and maintain a clean and tidy environment with the buildings |
| **8.** | Operate machinery such as industrial washing and drying machines and ensure they are maintained in good working order overseeing any repairs as approrpirate. |

*The above is not an exhaustive list of tasks (which can change) instead the key objectives of the role are detail.*

**Essential Requirements (key skills, expertise & qualifications)**

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| **1.** | Knowledge of COSHH and food safety regulations |
| **2.** | Aware of risks using electrical appliances |
| **3.** | Be able to work on own initiative |
| **4.** | To be able to work flexibly whist understanding the needs of the service users |
| **5.** | Good organisational and planning skills with strong attention to detail |



Job Family

Operational Services

Grade B

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| **Colleagues Expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

**Job Family- Operational Services**

**Role Characteristics**

Job holders at Level B carry out a number of different tasks using a wide range of tools and equipment. They depend upon their experience and initiative to make day to day choices about work methods and short term priorities.

**The knowledge and skills required**

Carrying out tasks at Level B will require job holders to be trained and/or experienced in a range of duties using a variety of tools and equipment. Numeracy and literacy skills will be needed to progress work and maintain records.

As the focus of these roles is the performance of manual tasks using tools, equipment or vehicles within acceptable time frames, job holders will need speed, dexterity and co-ordination to effectively carry out their duties.

**The type of thinking, planning and communicating necessary**

Most work will be quite routine in nature but there will be the need to make straightforward judgements about day to day choices where the jobholder will have little doubt what to do.

Job holders will be required to exchange information with colleagues or others. For instance the distibution or receipt of health and safety instructions, work schedules, operating manuals etc.

**The freedom to make decisions and innovate**

Job holders will work from standard instructions but will use their intitiative to make minor day to day decisions.

**The areas of responsibility**

Job holders have a responsibility to others in that they provide a service directly to their benefit by maintaining or cleaning premises, driving passenger vehicles, preparing food, operating office machinery or perfoming similar tasks.

There will be no supervisory responsibilities at theis level although job holders may assist with the orientation of new starts or volunteers.

Other than the occasional handling of small amounts of cash or financial records, job holders will have no financial responsibilities.

Job holders will be using tools, vehicles and/or equipment on a daily basis and will share responsibility for their care and basic maintenance. There will be additional shared responsibility for the care and/or cleaning and maintenance of Council premise

**The impacts and demands of the role**

Job holders will need to exercise ongoing physical effort as they will be walking, carrying, lifting etc for most of their working time.

There will be a need to maintain an awareness of the work surroundings and the actions of others in order to maintain required health and safety standards.

Although some job holders may very occasionally interact with those who might place greater than normal emotional demands on them, this will be incidental to the job itself.

The tasks of Grade B job holders will often be carried out in unpleasant working conditions or exposed to the elements, although this will be minimised by the application of sensible task scheduling and use of appropriate PPE.