**JOB DESCRIPTION**

**Post: Housekeeper/Laundry Assistant**

**Reports to: Housekeeping Supervisor/Domestic Manager**

**Main Purpose of the job**

The post holder will be part of a team that delivers the Laundry Service to all departments within Erskine, ensuring quality and cost effectiveness. The post holder will also provide Housekeeping Services to the support block and external buildings within Erskine Veterans Village as directed by the Housekeeping Supervisor or Senior Housekeepers.

At Erskine Edinburgh the post holder will be part of a team that delivers the Laundry Service to all residents in the Erskine Edinburgh Home. The post holder will also provide Housekeeping Services, as directed by the Domestic Manager.

Duties/Responsibilities

1. Provision of Laundry Services to all of Erskine Veterans Village, with Erskine Edinburgh having their own laundry department.
2. To be an integral part of the Laundry/Housekeeping team and provide assistance to others when necessary as detailed by the person in charge
3. To ensure the cleanliness of all Laundry related areas including hygiene facilities is maintained to the standard of quality measures of Erskine
4. To communicate with the residents in a helpful and pleasant manner at all times
5. To be responsible for maintaining all appropriate Quality Cleaning records and taking appropriate action where necessary
6. To operate at all times with safe working practices with due regard to Health & Safety Regulations, COSHH, Control of Infection, Waste Disposal etc, in accordance with legislative requirements and the policies and procedures of Erskine
7. To ensure adequate supplies of cleaning materials, catering stores and disposable are maintained at all times, submitting requests for stores to Supervisors
8. To ensure the cleanliness is maintained to the standard of quality measures of Erskine
9. To comment on any service development proposals that may impact on ability to perform duties.
10. To report all accidents and incidents as required
11. To report all equipment repairs and faults as appropriate
12. To take part in quality audits as required
13. Any other duties as required within the scope of the role

**PERSON SPECIFICATION**

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| **No** | **Applicant criteria for post** | **Essential** | **Desirable** |
|  | **Qualifications & Experience** |  |  |
| 1. | Previous experience / knowledge gained in a Care environment is desirable, however, in-house training will be provided |  | **√** |
| 2. | Experience in cleaning methods e.g. (Cleaning Operates Proficiency Certificate) |  | **√** |
| 3. | Awareness of cleaning and hygiene policies and procedures |  | **√** |
| 4. | Knowledge or awareness of Laundry policies and procedures |  | **√** |
| 5. | Knowledge or awareness of Infection Control policies and procedures |  | **√** |
| 6. | COSHH regulations awareness |  | **√** |
| 7. | Health and safety awareness |  | **√** |
| 8. | Good communications skills | **√** |  |
| 9. | To be able to work on your own as well as part of a team | **√** |  |