

Job Description and Person Specification Profile

Job Title	Housekeeper
Job ID	D26
Service	Children's Services
Grade	A
Reporting to	Registered Manager/Deputy Manager

The Role

Post Objective(s):

To assist in the smooth running of the home by undertaking of housekeeping duties including: Cleaning, shopping, food preparation/cooking and to provide a warm and welcoming environment for children and young people.

Main Duties and Responsibilities include:

Main Tasks

Shopping for food.
 Preparing/cooking meals.
 Making and changing beds.
 Cleaning the home.
 Washing and drying of children's clothing.
 Keeping cupboards and storage areas clean/tidy and organised.
 To be aware of safety issues around the home, for children and staff.
 To keep records as required by the home.
 To work some flexible hours that will involve weekend and early evenings.
 To be part of the team, staff and children and to make people feel welcome and respected.

To deal with contractors who come to do work in the home.
 To drive the homes vehicle for shopping, general tasks
 To undertake any other duties which reasonably correspond to the general character of the post and its levels of responsibility.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About You

Your essential qualifications

Education Standard/Qualifications

	Category	Method of Assessment
Basic reading, writing and arithmetic	E	A/I
Basic Food hygiene qualification *	D	A/I
Knowledge of Health and Safety in the workplace *	D	A/I
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	A/I

Your essential skills, knowledge and experience

Being able to work in a busy home environment	E	A/I
Knowledge of risks and dangers in the home	E	A/I
Previous Cleaning experience	D	A/I
Previous catering/cooking experience	D	A/I
Working in a team	E	A/I

Skills

Ability to communicate effectively with both, children, staff and visitors to the home	E	A/I
To be able to undertake general maintenance tasks in the home environment, and keeping the home looking nice, welcoming and clean	E	A/I

Knowledge

Knowledge of healthy eating	E	A/I
Knowledge of Health and Safety in the kitchen and home environment	E	A/I
Knowledge of COSHH *	D	A/I

Work Related Circumstances

Available to work on a flexible rota including some weekend hours	E	A/I
To be able to drive the homes transport for shopping, tasks and transporting children with their carers	D	A/I

Personal Qualities

To be able to work in the busy environment	E	A/I
To be friendly and outgoing	D	I
To have ideas and try them out	D	I
To be part of a friendly, and active team	D	I
To use initiative	D	I
To be energetic and flexible	D	I
To make children and visitors feel welcome to the service	D	I

For Information:

* Training can be made available

Category

- (E) Essential Requirement without which the candidate would be unable to carry out the duties of the post.
- (D) Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more effeciently than one who did not have the qualifications, training and experience, etc.

Method of Assessment

- (A) To be assessed from the information provided on the Application Form.
- (I) To be assessed at Interview.

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

