**Role Profile**

**Housekeeper**

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| **Role Purpose** | |
| To undertake a range of duties concerned with ensuring premises are kept clean, hygienic and free from offensive odours and to comply with systems in place to control the spread of infection.  To create a safe, warm and comfortable environment that meets the needs of Service Users. | |
| **Key Relationships** | |
| **Line Manager:**  **Direct Reports: Other:** | Medlock Court Managers  Lead Housekeeper |
| **Main Accountabilities and Responsibilities** | |
| * Cleaning of designated areas to ensure hygienic conditions in accordance with risk assessments and COSHH assessments. * To assist with kitchen and dining room duties, e.g. laying and cleaning tables, serving food to Service Users, basic food preparation. * Stock control of cleaning products and operational products i.e. PPE. * Complete all necessary paperwork i.e. cleaning schedules. * To ensure duties are carried out in line with the Companies statutory requirements and Companies Policies and Procedure. * In accordance with the Companies Equality and Diversity Policy to work sensitively with Service Users and carers from a diversity of cultures and backgrounds and to respect and be aware of their differing needs. * Develop your knowledge and practice and undertake relevant training. * Participate in supervision and Appraisal/Team meeting. * To undertake any additional duties commensurate with the grade of the post. * To actively promote the equalities and diversity agenda in the work place and in service delivery. * To be familiar with customer care and health and safety policies of the Company. * To participate in self-improvement in performance through workplace development. | |

**Person Specification**

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|  | **Selection criteria**  **(Essential)** | **Selection criteria (Desirable)** | **Assessment Method**  **(AF/I/T)\*** |
| **Education and Qualifications** |  |  |  |
| **Experience** |  | Previous experience, paid or unpaid, of carrying out cleaning regimes | Application form/ Interview |
| **Skills and Abilities** | Ability to communicate effectively both verbally and in writing.  Sufficient numeracy skill to complete stock control checks.  Ability to be flexible and priorities schedules as need of service demands.  Ability to comply with all health and hygienic practices to control spread of infection.  Ability to understand and comply with all cleaning product data sheets and safeguard others from misuse.  Ability to operate domestic equipment in a safe manner by following recommended instructions for use.  Ability to work safely, in line with Health and Safety legislation/procedures.  Ability to work well on your own or as part of a team.  Must demonstrate an understanding of importance of confidentiality.  To have an understanding of the Council’s Equality and Diversity Agenda. |  | Application form/ Interview  Application form /Interview  Application form/Interview  Application form/Interview  Application form/ Interview  Application form/ Interview  Application form/ Interview  Application form/Interview  Application form/Interview  Application form/Interview |
| **Knowledge** |  | Knowledge of C.O.S.H.H & Infection Control guidelines. | Application form/Interview |
| **Work Circumstances** | Will be required to work to a rota which covers days, evening, weekend, bank holidays, 7 days a week.  Must be able to obtain an enhanced Criminal Records Disclosure Certificate and POVA Checks. |  | Application form/Interview |

**Person Specification**

**\*AF – Application Form, I – Interview, T – Test**

**NB: Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**

**MioCare Group CIC**

The MioCare Group comprises Oldham Care and Support and MioCare Services. The group was established in October 2013 by Oldham Council with the overarching aim of making sure the people of Oldham can continue to access excellent social care and support services when they need them.

It is intended that over time the group will grow to establish other public service companies which have the potential to bring in new forms of income and operate as viable and sustainable social purpose businesses.

The group is owned by the Council and has a single board which governs the group. The Board comprises four shareholder representatives, all of whom are elected members (Councillors), nominated by the Council, two independent non-executives and the Managing Director. The Council have also appointed the Executive Director of Health and Wellbeing to act as an advisor to the Board.

**Oldham Care and Support (OCS)** – OCS is comprised of the services which were provided internally by the council prior to the companies being established. The company currently employs circa 400 staff, the majority of which are care and support workers.  A service level agreement is in place between OCS and Oldham Council for the delivery of services.

**MioCare Services (MSL)** – MSL is a start-up company which has entered new markets which the previous in-house service was unable to enter. MSL is able to compete in the market and to date has been successful in entering into the Home Care, Extra Care, PA and day care markets.

Our mission is to support people to get the most out of life in a way that helps people to become more independent or keep, or get back, their independence. At present, most of the people we work with have either:

* A learning or sensory disability
* Have challenging behaviour
* Mental health support needs
* Are elderly and frail
* Have a long term health condition that limits their independence or have had an illness which is taking time to recover from
* Are in the end stages of their life and need support

Please see [www.miocare.co.uk](http://www.miocare.co.uk) for more information.