

BBCH Role Profile: Housekeeping Assistant



Bernhard Baron
Care Home
Care Amongst Friends

Accountable to: Lead Housekeeper/Care Manager
Base: Bernhard Baron Care Home, Polegate, East Sussex
Hours: Saturdays 7:30am – 11:30am

Purpose of the Role

To maintain a clean, safe, and hygienic environment while supporting Residents with tasks to promote independence. The role also involves observing and reporting any concerns or opportunities for improvement to ensure personalised, high-quality care and Resident wellbeing.

Responsibilities

1. To ensure that each Main Building room is safe and hygienic, and maintained to a high standard.
2. To clean personal & communal bathrooms/kitchens, dusting, hoovering, mopping of floors, removal of rubbish, replenishing of stock, moving of light furniture, assisting in laundry with washing of personal clothing, bedding & towels.
3. To complete daily tick sheets.
4. To be responsible for your equipment, ensure materials are stored and labelled correctly, and all items are of a good standard, and cleaned after use.
5. To report to Lead Housekeeper, any matter thought to improve efficiency economy, or service.
6. To report to Lead Housekeeper/Care Manager/Maintenance Team on any concerns of equipment thought to be unfit for use or to be dangerous.
7. To be respectful in the Resident's home.

Person Specification Capabilities

- Experience of working in a care home or similar environment desirable.
- Flexible and adaptable to changing workloads and priorities.
- Understanding of Person-Centred Care desirable.

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Skills

- A team player able to work effectively with diverse groups and different staff teams.
- Ability and desire to keep the Home clean and to a high standard.
- A warm, friendly, and professional manner when dealing with Residents, families, and staff.
- High level of discretion and confidentiality.
- Ability to prioritise workload effectively.
- Understanding and awareness of the needs of the elderly.
- Understand the materials and equipment you are expected to use.
- Awareness of Health and Safety and COSHH regulations.