

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: Hours are generally 8am-11am Monday to Friday. There is a need for some flexibility as leave/sickness cover may require additional hours. Whilst the position is generally weekdays only, you are required to be available some Saturdays 7:30am – 10:30am and occasional Bank Holidays.

Purpose of the Role

To maintain a clean, safe, and hygienic environment while supporting Residents with weekly 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 room/cottage 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, cleaning windows, replenishing of stock, steam clean of carpets, moving of light furniture, cleaning of porches, changing of beds, 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.