

Thorngate Living

Russell Churcher Court

Job Description – Cleaning and housekeeping supervisor

Title	Cleaning and housekeeping supervisor
Reports to	Deputy Manager/Registered Care Home Manager
Based at	Russell Churcher Court
Hours of work	Five out of seven days per week, 8.00am – 2.00pm

Job Purpose

To manage the housekeeping team and ensure the care home is kept clean to the required standards that meet fully internal, CQC and other statutory health and safety requirements.

Ideally you will have:

- ✓ A solid understanding of the cleaning and housekeeping needs of a registered care home.
- ✓ Experience of managing and supervising staff.
- ✓ A values-based approach to your work, colleagues and residents.
- ✓ Excellent communication and people skills.
- ✓ A can-do attitude, with a professional, approachable and caring out-look.
- ✓ Good organisational skills and experience of liaising with suppliers for equipment servicing.
- ✓ The know how to set clear goals for the team members to follow and able to prioritise the work of the team.
- ✓ Good communication skills and command of English, both verbal and written, to be able to work with residents, visitors and colleagues effectively.
- ✓ Good IT skills, able to use email and Microsoft word to write reports.
- ✓ A flexible approach to your work and able to work unsupervised.
- ✓ Good standards of personal presentation and impact.
- ✓ Practical knowledge of infection control procedures, health, safety and COSHH requirements and the required cleanliness standards the relevant CQC regulations.

Key responsibilities

- ✓ The effective running of cleaning and laundry duties for the care home and residents' rooms within Russell Churcher Court.
- ✓ To ensure the safety, privacy and welfare of the residents while delivering an effective cleaning and housekeeping service.
- ✓ Planning and supervising the work schedule and staff roster for the cleaning and housekeeping team and ensuring effective cleaning cover is provided at all times including weekdays and weekends.
- ✓ Provide leadership to the housekeeping team and run 1-2-1 and supervision meetings with team members on a regular basis and where required complete return to work interviews.
- ✓ Ensuring the team is fully up to date with required training, including all mandatory training such as safeguarding, first aid, manual handling, health and safety and mental capacity and in the use of all required equipment.
- ✓ Consult with residents and colleagues on a regular basis to ensure their needs and choices are being met.

The purpose of this job description is to focus attention on the most important aspects of the job-holder's role. It is not intended to be a complete list of the duties; therefore it is to be expected that the day to day performance of the job will include tasks not listed above. The list of duties for which the job-holder is responsible may reasonably be varied or added to at the discretion of the Trust. Thorngate Churcher Trust is an equal opportunity employer and welcomes applications from suitably qualified people from all sections of the community.



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