

**THE DOROTHY KERIN TRUST
JOB DESCRIPTION**

JOB TITLE	HOUSEKEEPING ASSISTANT – Full time and Part time
DEPARTMENT	Hospitality
JOB PURPOSE	To maintain a high standard of cleanliness and catering service. To provide a comfortable, clean and friendly environment for patients, guests and staff.
REPORTS TO	Hospitality Supervisor and Assistant Hospitality Supervisor.
RESPONSIBLE FOR	N/A
KEY RELATIONSHIPS	Other members of the hospitality and catering team, patients and guests and all members of the Community.

KEY DUTIES AND RESPONSIBILITIES

- General cleaning in all areas of Burrswood to include the hospital, guest house, offices, residences, conference centre, hydrotherapy pool, tea room and church.
- Where required, other duties to ensure the smooth running of Burrswood.
- To ensure that a high standard of cleanliness is maintained in all areas and in compliance with infection control procedures and all legislative requirements.
- To provide housekeeping duties. To prepare meal trays for patients and guests, deliver and collect the trays.
- To ensure that the staff dining room is equipped for breakfast, lunch and supper, delivering meals, plates and cutlery as required. To ensure that tea and coffee making equipment is available at all times.
- To set up and prepare tables and serve meals and drinks in the main dining room, Jacobean, conference centre and any other location.
- Ensure the kitchen and prep area is kept clear and clean.
- At times required to set up, serve drinks and meals for internal and external events as above.
- To work in the laundry to ensure clean linen is available for staff, patients, guests and the tea room and kitchen.
- To serve coffee and teas to patients and guests as required.

OTHER

- The Job Description is intended to provide a broad outline of the role. The job holder may be required to carry out other duties as the role develops or to provide cover for colleagues where appropriate. In certain circumstances the nature of the job may be changed due to new working practices. The job holder will be expected to accept any necessary training that results and to take on the changes requested.
- It is essential that the job holder reads the Health & Safety Policy as laid down by the Trust and is responsible for being fully conversant with those aspects of the “Health & Safety at Work” Manual which are appropriate to their particular department.
- It is a requirement of the Trust that all employees undertake all mandatory training specified for their role.
- All key tasks to be carried out to the standard required by current legislation, and in accordance with any changes in legislation that may ensue in the future.

ADDITIONAL INFORMATION	
Salary	£9.13 per hour
Hours of work	Full and part time hours available Shift pattern is according to the needs of the business, given 2 weeks in advance.
Holiday	5.6 weeks per calendar year including 8 bank and public holidays (pro rata for part-time working). The holiday year runs from 1 February to 31 January. An additional one day of holiday will be awarded following 5 years continuous service (pro rata for part-time working).
Pension Scheme	The Trust operates a contributory Qualifying Workplace Pension Scheme.
Uniform	Black trousers (not jeans) or black skirt, or sweatshirt. A polo shirt or tunic will be provided. Footwear must be black low-heeled shoes of sturdy material with a non-slip sole. (Open-toed or open-backed footwear is unsuitable). Protective clothing is provided and laundered.
Probationary Period	3 months
Notice Period	1 week on either side during probationary period. 1 month on either side following successful completion of probationary period.

It is essential that all applicants respect the Commission, Mission, Approach and Values of the Trust as shown on the application form.