

JOB DESCRIPTION

Job Title:	Housekeeping Assistant
Department:	Hospitality and Catering
Position Type:	Casual
Salary:	£8.94 per hour
Hours:	Casual
Reports To:	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.

Main Purpose of Position

To maintain a high standard of cleanliness and catering service and to provide a comfortable, clean and friendly environment for patients, guests and staff.

Key Responsibilities and Duties

- General cleaning in all areas of Burrswood to include the reablement unit, guest house, offices, residences, conference centre, hydrotherapy pool, café and church.
- 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, to 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, the café and kitchen.
- To serve coffee and teas to patients and guests as required.
- Where needed, any other duties to ensure the smooth running of the organisation.

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, to include Fire Awareness, Manual Handling, Infection Control, Equality and Diversity and Food Hygiene.
- All key tasks are 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.

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