

JOB DESCRIPTION**POST:** **DOMESTIC SUPERVISOR****RESPONSIBLE TO:** Matron Manager**Job Purpose:** To ensure the highest standards of care & service are delivered to our residents by:

- providing a full & effective housekeeping service
- ensuring a high standard of cleanliness & hygiene
- working with & supervising the housekeeping team

Main Responsibilities:

- Lead the team of domestic staff ensuring that all cleaning is undertaken to the highest standards.
- Ensure the comprehensive and fair allocation of work. Ensure any gaps in the roster, through sickness or other absence are reported to Matron and any necessary gaps in the staffing are filled with appropriate agency staff when necessary.
- Take an active part in the employment of staff supporting the matron during interviews and actively contributing towards the induction/training of staff, including the use of equipment.
- Liaise with the Group Housekeeper at each visit and take responsibility for the completion of the daily cleaning schedules, completing all necessary paperwork.
- Have a proactive approach to personal professional development including the attainment of appropriate NVQ training to level 2.
- If available, check the stock deliveries of domestic supplies, or organise a substitute if required.
- Participate in statutory training sessions and attend meetings as required.
- Comply with Colten Care's dress code whilst on duty.
- Report any faults or repairs necessary. Ensure residents areas are in perfect order eg. reporting faults, wear & tear etc. Ensure that any incidents and complaints are reported to Matron.
- Adhere to the Whistle Blowing Policy and procedures.
- Undertake any other duties directed by Matron or the trained nurse in charge consistent with the grade and responsibilities of the post.
- Adhere to all Colten Care's policies & procedures.
- Be aware of the responsibilities for Health & Safety for all staff, residents and visitors, reporting any accidents or potential hazards to the person in charge and ensuring safe practice.

PERSON SPECIFICATION

Domestic Supervisor



Criteria	Essential	Desirable
Experience:		
Working in a similar environment		√
Leading a team of staff		√
Knowledge/Qualifications:		
NVQ Level 1 Housekeeping	√	
NVQ Level 2 Housekeeping	√	
NVQ Level 3 Housekeeping		√
NVQ Assessor		√
Numeracy and Literacy at level 2 or equivalent	√	
Essential skills		
Effective communicator	√	
Demonstrable team building skills		√
Ability to prioritise & organise	√	
Ability to work on own initiative	√	
Team Worker		√
Questioning & listening skills		√
Ability to motivate staff		√
Essential qualities		
Flexible approach to working	√	
Supportive of staff	√	
Reliable & Trustworthy		√
Understanding of confidentiality	√	
Professional appearance		√