

# The Presbyterian Church in Ireland

## JOB DESCRIPTION

<b>Job Title:</b>	<i>Housekeeper</i>
<b>Location:</b>	<i>Corkey House, 1 Forthriver Crescent, Belfast. BT13 3SR</i>
<b>Council:</b>	<i>Council for Social Witness (Older People Services)</i>
<b>Hourly Rate:</b>	<i>£11.44 per hour</i>
<b>Hours:</b>	<i>20 hours per week (4 x 5 hour shifts)</i>
<b>Responsible to:</b>	<i>The Head of Home</i>
<b>Main function:</b>	<i>To provide cleaning and tidying services throughout the Home to the required standards and rules of the Home and within the Christian ethos of the Council for Social Witness</i>

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### **Background Information**

The Council for Social Witness (Older People Services) is part of the work and witness of the Presbyterian Church in Ireland and its aim is to provide care for older people in a specifically Christian ethos and environment, placing great emphasis on offering spiritual support and encouragement to residents, as well as physical care.

Corkey House is one of 6 homes for older people run by the Council for Social Witness (Older People Services) and is situated at 1 Forthriver Crescent, Belfast.. The Home accommodates 35 residents who have a variety of physical, social, emotional and spiritual needs and varying levels of dependency.

The Home operates a No Smoking Policy.

### **DUTIES**

1. To clean and tidy toilets
2. To clean and tidy bathrooms.
3. To clean and tidy bedrooms.
4. To clean and tidy corridors.
5. To clean and tidy sitting rooms.
6. To clean and tidy offices, treatment rooms etc.
7. To take rubbish to bins.
8. To make beds as required.
9. To help in the kitchen as required at busy times.
10. To work in the laundry when required.
11. To carry out any other reasonable duty as required by the management of the Home, which is necessary for the support and well-being of the residents.

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STAFF MUST USE THE EQUIPMENT PROVIDED IN THE CARRYING OUT OF THEIR DUTIES

In carrying out the duties of Housekeeper, the person will require the following:

- To be in sympathy with the Christian ethos of the Presbyterian Church in Ireland.
- To have integrity, honesty and patience.
- To have an understanding of the needs of the elderly in a nursing/residential home situation.
- To have an even temperament.
- To have an ability to work as a member of the caring team.
- To have an ability to treat residents as individuals and tolerate their likes and dislikes.
- To respect the authority and direction of the senior members of Staff in the Home.

**This job description is intended to be neither definitive nor restrictive and can be changed or augmented at any time to meet changing needs.**