Company Name: STRAWBERRY FIELDS

Policy No: 01-1310	Authorised:	Date:
JOB DESCRIPTION - *HOUSEKEEPER (DOMESTIC STAFF)*		

JOB TITLE: Housekeeper (Domestic Staff)

ACCOUNTABLE TO: Proprietor

RESPONSIBILITIES:

1. To clean all parts of the Home as directed and in accordance with laid down cleaning procedures.
2. To replenish stocks of air fresheners and toiletries as needed.
3. To assist in monitoring stock levels of cleaning materials and toiletries.
4. To carry out such duties with due regard to fire and accident prevention.
5. To carry out a brief check of possible safety hazards when cleaning service users' rooms, and to report any possible hazards to the Proprietor.
6. To ensure safe operation and maintenance, as needed, of all cleaning equipment. To remove from use and to report to the Proprietor any item of equipment found to be faulty or deemed unsafe.
7. To undertake other duties, as necessary.

SIGNATORIES:

Job Holder:	_____ *(Name)*	_____ *(Signature)*	_____ *(Date)*
Manager:	_____ *(Name)*	_____ *(Signature)*	_____ *(Date)*