



<https://hmt-uk.org/job/housekeeping-supervisor-mlh/>

Housekeeping Supervisor – MLH

Description

Pay: £14.47 per hour

Job Description:

The Housekeeping Supervisors will be expected to actively participate in the following activities:

Cleaning

- Ensuring sections of bedrooms, corridor and public areas are kept clean and tidy to the required standard.

Daily Cleaning:

- Emptying waste bins and wiping out.
- Vacuuming throughout and mopping
- Shaking out cushions.
- Cleaning dining rooms / lounges / lavatories.
- Cleaning taps and sinks.
- Cleaning soap dishes.
- Cleaning toothbrush holders.
- Spot cleaning all floorings

Weekly Cleaning:

- Polishing all mirrors.
- Cleaning all pipe-work in lavatories.
- Dusting handrails and radiators.
- Moving all mobile furniture (including beds and chairs) and vacuuming and dusting beneath / behind.
- Washing out metal wastepaper bins.
- Dusting and polishing furniture and windowsills.
- Washing lino floors.
- Shampooing carpets as requested by Home Manager.
- Dusting pictures
- Dusting curtain rails.
- Dusting light bulbs and fittings.
- Restocking toiletries, soaps, towels etc. as and when required.
- Efficient and economical use of supplies provided.
- Keeping storage areas clean and tidy and stocked up at all times.
- Assisting with laundry duties when requested.

Communication

- Participating in Staff and Resident and Health and safety meetings, be part of the

Hiring organization

Healthcare Management Trust

Employment Type

Full-time

Date posted

September 23, 2026

Valid through

07.10.2026

business emergency response team when required.

Budgetary/Financial Control

- Liaise with the Home Manager when ordering cleaning products. Undertake monthly stock checks.
- Manage and maintain agreed budgets, in conjunction with the Home Manager.

Training & Development

- Attending mandatory training days/courses, on or off site, as and when required.
- Maintaining professional knowledge and competence.

Health and Safety

- Adhere to the Home's Disposal of Waste policy.
- Making certain that chemicals/equipment are used and stored correctly and safety procedures adhered to at all times.
- Reporting immediately to the Home Manager, any illness of an infectious nature or accident incurred by a Resident, colleague, self or another.
- Understanding and ensuring the implementation of the Home's Health and Safety, Infection Control and Hygiene policies, and Emergency and Fire procedures.
- Reporting to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
- Promoting safe working practice in the Home.
- Ensuring all activity of housekeeping and laundry staff conform to the homes Uniform, health and safety, waste management and infection control policies and procedures.

General

- Contributing to the safeguarding of adults by ensuring you are aware of your role in relation to the Home's Safeguarding Adult's Policy, taking steps to protect Residents from any form of abuse or neglect and use the appropriate reporting mechanisms to inform the Home's Management of any concerns.
- Adhering to all new, and changes in Local and Central Government initiatives as and when they are implemented.
- Promoting and ensuring the good reputation of the Home.
- Ensuring that all information of confidential nature gained in the course of duty is not divulged to third parties.
- Notifying the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
- Ensuring the security of the Home is maintained at all times.

- Adhering to all Company policies and procedures within the defined timescales.
- Ensuring all equipment is clean and well maintained.
- Carrying out any other tasks that may be reasonably assigned to you.

The Post Holder Will Have:

- Team player
- Good communication skills
- Ability to manage pressure and conflicting demands, and prioritise tasks
- Satisfactory DBS and health check
- Care for the Elderly experience (Desired)
- QCF/NVQ Level 1 / 2 Cleaning and Support Services (Desired)
- Knowledge of infection and hygiene procedures, health and safety and COSHH regulations
- Understanding of colour coding

This is an outline job description setting out general responsibilities and tasks the post-holder may be required to undertake. It is not comprehensive and the post-holder may be required to carry out other duties and responsibilities from time to time as determined by HMT. The job description will also be subject to change in-line with the needs of the Organisation.

Staff will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the staff handbook and will be required to follow HMT policies and procedures.

Staff have a contractual duty to ensure that mandatory training is current and will be expected to participate and undertaken further developmental training specific to their role.

Job Types: Full-time, Permanent

Ability to commute/relocate:

- **Wokingham**: reliably commute or plan to relocate before starting