



ABBeyFIELD HOUSEKEEPER - POSITION DESCRIPTION

The key duties of the position are:

- planning well balanced meals and shopping within the household budget.
- keeping housekeeping records and accounts in accordance with Abbeyfield Australia's policy and procedures.
- preparing two main meals per day, taking into consideration the particular likes and dislikes of the residents as far as possible.
- cleaning and tidying the common areas of the house (including the kitchen and bathroom).
- ensuring that the supervisor is aware of a resident's needs for extra assistance due to some minor temporary illness.
- assisting the residents to make the house a pleasant and friendly place in which to live.
- such other duties which Abbeyfield Australia and the house committee may from time to time request as long as these can reasonably be performed within the housekeeper's normal working hours.
- maximise the integration and family atmosphere of the residence for all the members of the household, and be flexible in responding to the desires of the residents if they wish to be involved in household tasks/chores.
- obtain and maintain a First Aid Certificate is preferable. Abbeyfield Australia will reimburse the time and expense of renewing when required.
- obtain and maintain a Food Handling Certificate. Abbeyfield Australia will reimburse the time and expense of renewing when required.
- a police and working with vulnerable people check will be required.
- if present on site and/or able to be called-in, to assist with infrequent emergency situations such as fire or medical emergencies, or other pressing health, safety or well-being issues affecting a resident.

Selection criteria

- Demonstrated experience in cooking varied and nutritious meals
- Knowledge or experience working with older people
- Time management and budgeting skills including the ability to keep simple household accounts and other records
- Good communication and interpersonal skills – and the ability to maintain professional and friendly relationships
- Ability to maintain a clean and tidy house
- Ability to work cooperatively with others including voluntary committees; external service providers, residents and community groups
- Understanding of the concept of the independence and dignity of residents

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- Ability to identify issues and problems as they emerge and to refer them promptly to the appropriate person for action
- Capacity to act decisively, reliably and with common sense in an emergency
- Possess a current First Aid Certificate
- Possess a current national police check prior to commencing & updated every five years
- Possess a current Basic Food Safety Practices Certificate or equivalent
- Drivers Licence