

JOB DESCRIPTION

JOB TITLE:	Domestic Assistant
DEPARTMENT:	Lennox House Care Home
RESPONSIBLE TO:	Care Home Manager/ Deputy Manager
RESPONSIBLE FOR:	<ol style="list-style-type: none">1). To work as part of a team, cleaning and tidying the Home under the direction of Care Home Management2). To ensure that a high standard of cleanliness is maintained throughout the home to enhance the residents health3). To enhance the residents' comfort and good care.

Main Duties and Responsibilities

1. Vacuum residents rooms on a daily basis
2. Dust residents rooms as required
3. Clean all residents' toilets and common area toilets and bathrooms daily
4. Hoover, dust, mop, polish and tidy all common areas
5. Shampoo carpets as required
6. Operate, with appropriate instruction, all vacuum cleaners, polishers, carpet shampooers and other equipment supplied by the Home.
7. Assist residents requiring help in an emergency, notifying Care Home Management at the earliest opportunity.
8. Carry out such other domestic jobs or tasks from time to time as may be necessary /consistent with the level of the post.
9. To carry out any other domestic duties from time to time, as may be necessary, as directed by Home's Manager/Deputy Manager, consistent with the level of post.

This job description is not exhaustive and may be amended from time to time to suit changes in regulations and the needs of the resident's within the home in consultation with the post holder.

Key Performance Responsibilities:

Financial and Non- financial Asset Responsibility

Responsible for: -

- Taking care of residents belongings when cleaning rooms
- Ensuring the safe use of equipment in the home
- Maintaining the good reputation of Viewpoint as a care provider for the elderly
- Ensuring efficient and safe use of all cleaning products and materials

Accountability, Judgement and Decision Making

Domestic Assistant

Responsible for: -

- Making sure the home is cleaned to a consistently high standard
- Respecting residents privacy when deciding an appropriate time to enter and clean bedrooms
- Eliminating cross contamination between rooms.
- Ensuring residents are not wearing other peoples clothes

Job Complexity and Responsibility

Responsible for: -

- Be responsible for your own health and safety and others

Communication and Relationships – External and Internal

Responsible for: -

- Communicating all necessary information to the domestic supervisor
- Communicating with the Care Home Manager and Care Staff as required
- Working as a team and assisting colleagues as and when required

General

- To undertake ongoing training and professional development, as necessary, to maintain high standards in the quality of work, as outlined in the Job Description. This includes participation in the annual appraisal review.
- To undertake any other duties within the scope of this job description, at your normal place of work or at any other of the Associations establishments.

PERSON SPECIFICATION

CRITERION	ESSENTIAL	DESIRABLE
Experience/Knowledge		
▪ Previous cleaning experience	✓	
▪ Cleaning experience in a sheltered housing scheme		✓
▪ Able to communicate with residents	✓	
▪ Able to understand and carry out instructions	✓	
▪ Able to work as part of a team	✓	
▪ Able to operate cleaning equipment	✓	
Others		
▪ Awareness of Health and Safety	✓	

Print name: _____

Signature: _____

Date: _____