Job Description

Department	Adult Social Care
Job Title	Domestic Assistant
Post No	3835
Grade	4
Job Purpose	To ensure the upkeep and general cleanliness of the building and maintain a safe way of working for those who visit and work in the building. This post includes additional responsibilities relating to the kitchen and laundry.
Accountable to	Manager

Responsibilities

1. Cleaning of designated areas to required standard, i.e. sweeping, vacuuming, and mopping floors, wiping or dusting of work surfaces. These areas will include toilets, bathrooms, dining rooms, kitchen, lounges, corridors, conservatories, bedrooms, family room, sensory room, laundry room and staff rooms.
2. Cleaning of internal windows and washing down of paintwork.
3. Putting out of rubbish when required and ensuring clinical waste and kitchen waste is disposed of appropriately.
4. To take unsupervised responsibility for the kitchen and some meal preparation in the absence of the cook.
5. Processing and receiving food orders made by the cook and reporting any discrepancies.
6. To collect laundry each day including personal clothing, towels and bed linen.
7. Provide laundry services for all items of personal clothing, towels and bed linen, including dealing with soiled laundry, hand washing and ironing when appropriate.
8. To sort, fold, store and maintain laundered linen, towels and personal items and return them to appropriate areas.
9. To maintain an inventory of bedding, sheets, towels etc. and purchase replacements as and when necessary.
10. Alerting the Manager when equipment needs servicing or replacing or when faults need to be reported.
11. Ordering of cleaning and laundry materials as and when necessary.
12. Engaging and socializing with the children living in the home.
13. To attend training and staff meetings where appropriate.
14. Be conversant with fire drill procedures and be able to carry them out quickly and efficiently.

15. Ensure that all work is conducted in line with Health and Safety Procedures and current Unit Policies and Procedures.
16. To undertake any such duties as may be directed by the Manager.

PERSON SPECIFICATION

JOB TITLE Domestic Assistant **POST NO** 3835

SCALE

DIVISION Cherry Lodge **DEPARTMENT** Adult Social Care

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	Knowledge and understanding of good customer care **Understanding of Health and Safety in relation to cleaning, laundry and the kitchen.** **Knowledge of use of laundry, cleaning and kitchen equipment.**	**Understanding of Health and Safety at work.**
SKILLS	**Maintain a high standard of hygiene in relation to every aspect of this job.**	
EXPERIENCE	**Experience of food preparation, cleaning and caring for clothes.**	**Previous experience of working in catering or as a domestic or laundry assistant.** **Working as part of a team.**
ABILITIES	**Ability to be self-motivated and use initiative.** **Ability to work unsupervised when necessary.** **Ability to use cleaning, laundry and kitchen equipment appropriately.** **Able to record and**	

	communicate straightforward information accurately. **Ability to alert others to Health and Safety issues in relation to their work.**	
QUALIFCATIONS		**Health and Safety Certificate.** **First Aid Certificate**
PERSONAL CIRCUMSTANCES	**Must be able to work unsociable hours including weekends, early mornings and school holidays and have flexibility within rota/shifts**	
EQUALITY	**Demonstrate understanding of acceptance and commitment to the new policies underlying Equal Opportunities.**	