

Date of Issue

/ /



Job Description:

Domestic Assistant

Responsible to: House Keeper

This job description is not exhaustive and may be amended to meet changing needs.

I can confirm that I have read and understood the job description for the role of:

Domestic Assistant

Name: (print)

Signature:

Date:

'INDIVIDUAL CARE IS OUR CONCERN'

Our Residents are at the heart of everything we do

Every one of us is responsible and will take ownership to make a real difference

We recognise we are all individuals and will treat people with respect and kindness

Together we make things better, always acting and communicating with honesty and transparency

We aim to be the best at everything we do

Hadrian Healthcare Group

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Domestic Assistant

Purpose of Position

- To ensure the clean and hygienic maintenance of the home
- To keep a high standard of appearance to contribute to the quality of care and lifestyle afforded to each care user. This is particularly applicable to each care user's privacy and dignity and in respect of each care user's personal possessions

Principal Responsibilities

- To be directly responsible to the Housekeeper.
- To clean all allocated rooms including furniture, fittings, fabric, carpets and equipment.
- To follow company policy and procedures
- To be aware of Health and Safety and of COSHH and abide with the companies health and safety policies.
- To ensure resources are managed effectively
- To clean sanitary and other equipment, with particular attention to guidelines for the control of germs and infestation.
- To report any malfunction of equipment or fittings that require maintenance or cannot be kept to standard through normal cleaning procedures.
- To deal with the waste bags and their prescribed disposal
- To ensure that the cleaning regimes (daily, weekly, deep clean) in the home are followed
- To liaise with other members of the staff team
- To communicate effectively with all parties
- To be committed to a team ethos across the home and respect the diversity of other team members at all times
- To uphold the rights, choices, dignity and the equality and diversity of each resident with a person centred approach
- To keep residents safe and well protected at all times
- To greet visitors and show prospective care users and families the homes facilities as required
- To take part in staff meetings and also in training activities as directed.
- To take responsibility for own professional development by undertaking mandatory training and e-learning courses
- To abide by the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England
- To perform other such reasonable duties as may be required.

Person Specification

Domestic Assistant	Essential	Desirable
Education and Qualifications	Good Basic Education	NVQ 2 in Cleaning and Support services
General Intelligence	Good general intelligence Clear reasoning ability Time management skills Able to multi task Problem solving skills	
Work Experience	Ability to follow instructions	Experience in a similar role Awareness of Health and Safety
Special Aptitudes	Ability to communicate clearly Understanding of the needs for basic hygiene Empathy with residents	
Disposition	Self-reliant Motivated Dependable Trustworthy Pleasant Manner Professional appearance Optimistic attitude	Ability to work as a team member
Circumstances	Flexible with regard to working hours	Home/mobile telephone No criminal record

