

Position	Domestic Assistant
Responsible to	Housekeeper
<b>Job purpose</b>	
<p>To keep high standards of cleanliness, hygiene and appearance within the home environment that contributes to the quality of care and lifestyle afforded to each resident.</p>	
<b>Core responsibilities</b>	
<ul style="list-style-type: none"> <li>• To clean all allocated areas and rooms including furniture, fittings, and floor coverings according to the home’s cleaning schedules.</li> <li>• To clean all equipment as scheduled or directed including sanitary wear with particular attention to infection control guidelines.</li> <li>• To report to the Housekeeper any malfunction of equipment or fittings that require maintenance or cannot be kept to the required standard through normal cleaning procedures.</li> <li>• To dispose of waste safely following the home’s waste disposal guidelines.</li> <li>• To assist with the delivery of breakfast trays around the home ensuring suitable clothing is worn for this duty.</li> <li>• To keep bedrooms free of used crockery/cutlery and other waste.</li> <li>• To assist with laundry duties including delivery of residents’ clothes to their rooms.</li> <li>• Respect residents’ privacy and dignity particularly in relation to their personal belongings.</li> <li>• Any other duties as reasonably expected.</li> </ul> <p>In line with Health and Safety Policy the job holder is expected to;</p> <ul style="list-style-type: none"> <li>• Take reasonable care of his/her own health, safety and welfare and that of other people who may be affected by his/her actions or omissions.</li> <li>• To comply with health and safety law and Health and safety Policies and</li> </ul>	

Procedures.

- Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.

The job holder is also expected to ;

- Act in an honest, responsible and respectful manner to others.
- Be responsible for their own professional conduct.
- Comply everywhere and in all circumstances with the laws and regulations connected with their activities.
- Comply with our obligations to our key stakeholders.
- Attend mandatory training as required.

### **Person specification**

<b>Description</b>	<b>Rating</b>
Previous experience of domestic duties in a care home / hotel environment	D
Ability to work as part of a team	E
Good communication skills	E
Working knowledge of COSHH	D

Last updated: 201010

Signed:

Print Name:

Date: