



Domestic Assistant

JOB DESCRIPTION

JOB TITLE: Domestic Assistant

REPORTING TO: Team Leader, Unit Manager, Senior Management Team

JOB PURPOSE: To maintain a safe and clean environment for our residents, in accordance with Croft Care Trust policies & procedures.

RATE OF PAY:

£7.85 per hour

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- Enthusiastic
- Good communication and organisational skills
- Team player
- Ability to work on own initiative
- Friendly, creative and confident
- Genuine interest in working with the people with Learning Difficulties
- Have life skills
- Satisfactory DBS check against the POVA List (where applicable).

No formal qualifications are required to undertake this role as appropriate training will be provided

Desired:

- knowledge of COSHH and infection control would be beneficial
- Flexible approach towards working routines

MAIN RESPONSIBILITIES

1. Spot cleaning of carpets
2. Operating hand held powered equipment such as vacuum cleaners or carpet cleaner
3. Sweeping and mopping
4. Toilet cleaning
5. Cleaning of residents individual rooms and performing of domestic work including but not limited to cleaning and washing
6. Dusting of hard surfaces
7. Wiping and sweeping under around seats and table tops
8. Telephone cleaning & germ proofing
9. Re-arrange and re-organising furniture

Communication:

10. Participate in Staff and Resident meetings, as and when required.

Marketing:

11. Actively market the Care Home and promote a positive personal / professional profile within the local community, ensuring the good reputation of the Care Home at all times.

Training & Development:

12. Attend mandatory training days/courses, on or off site, as and when required.

13. Maintain professional knowledge and competence.

Health & Safety:

14. Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Resident, colleague, self or another.

15. Understand and comply with all statutory and legal requirements which are relevant such as Health & Safety, Emergency and Fire Procedures, COSHH, all aspects of the Care Standards Act, have a clear understanding of Infection Prevention and Control policies, procedures and measures to maintain a safe environment throughout the home.

16. Report to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.

17. Promote safe working practice in the Care Home.

General:

18. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.

19. Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to work, and also on your return to work from all periods of absence.

20. Ensure the security of the Care Home is maintained at all times.

21. Adhere to all Company policies and procedures within the defined timescales.

22. Ensure all equipment is clean and well maintained.

23. Carry out any other tasks that may be reasonably assigned to you.