



Job title	Domestic Assistant
Responsible to	Registered Manager

Main purpose of the post

To be responsible for keeping the establishment clean and tidy for residents, staff and visitors.

Principle duties

- To undertake all aspects of general cleaning duties as required in the establishment in both a planned and responsive way.
- To handle and store cleaning and equipment in a responsible manner, conforming to the establishment's COSHH policy.
- To report any equipment defects/faults to the Senior Domestic Assistant/Ancillary Service Manager/Registered Manager.
- To contribute to and maintain a safe and secure environment in accordance with Health and Safety Legislation and basic hygiene procedures.
- To communicate, negotiate and consult with residents, being aware of rights and choices.
- To develop and maintain effective working relationships with other members of staff to enable team working.
- To participate in staff meetings and in staff training where applicable.
- To report and record in the appropriate manner any information considered to be important
- To co-operate with Hafod Care in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To behave in accordance with the company's values
- To ensure compliance with Hafod's policies and procedures at all times.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- Any other duties which the post holder might reasonably be expected to perform.

General

- To co-operate with Hafod in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To behave in accordance with the company's Values
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To ensure compliance with Hafod's policies and procedures at all times.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

This post is subject to enhanced disclosure as provided by the disclosure and barring service, an executive agency of the home office.

Disclosure is a means for the association to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for posts that involve working with vulnerable people. The association will only request disclosure from those that have been offered employment

Person specification

Qualifications, knowledge and experience

- Willingness to undertake relevant training
- Cleaning experience gained within a commercial or institutional setting*

Skills and abilities

- Good verbal and written communication skills
- Demonstrate knowledge of cleaning procedures*
- Knowledge of COSHH*
- Ability to work without supervision
- Practical approach
- Team worker
- Commitment to providing a quality service
- Responsive to individual needs
- Experience of working in an environment connected with the care of older people*

Interpersonal skills

- Common sense
- Tolerance
- Understanding
- Dependable

Other requirements

- Able to work at short notice when required
- Weekend working

*Points marked with an asterisk are desirable rather than essential

Team Structure

