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## JOB DESCRIPTION

# DOMESTIC ASSISTANT

**Directorate and Section/Unit: Adult Services & Health – Resource Centres**

**Scale: Scale 1**

**Reporting to: Manager or senior member of staff on duty.**

**Main purposes of role:**

1. To ensure that the establishment is kept in a clean and hygienic condition.

**Key Accountabilities:**

1. To undertake general cleaning duties ensuring that the establishment is kept in a hygienic condition. To follow all infection control and COSHH guidance. The use of electrical equipment e.g. vacuum cleaners, floor polishers, carpet cleaners and steamers.
2. To undertake domestic tasks which enhance the overall homely environment of the establishment in conjunction with service user's needs and wishes, including dusting the service user's personal ornaments and caring for plants.
3. To undertake laundry duties, including operation of laundry equipment. This involves sorting, sluicing, washing, drying, ironing, storing and some minor repairs, laundry to be returned to bedrooms and stock cupboards.
4. To attend staff meetings when appropriate.
5. Completion of any relevant documentation eg. cleaning schedules.
6. To undertake such other duties related to the work of the Council as may be assigned which are consistent with the nature of the job and its level of responsibility.
7. To maintain personal and professional development to meet the changing demands of

the job, participate in appropriate training activities and encourage and support staff in

their development and training.

**Other duties:**

1. To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

* To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate’s Health and Safety Policy.

# Contacts:

In all contacts the post-holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

#### Internal: Colleagues, managers, service users

#### External: Relatives and other significant people of the service users, staff from other agencies and departments, members of other professions including healthcare and medical and members of the Public

**Notes:**

The Council reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this job description must be carried out in a manner, which promotes equality of opportunity; dignity and due respect for all employees and service users and is consistent with the Council’s Equal Opportunities Policy.

Prepared by: CJT/DRW/ML (W REVISED) Date 13/10/2005

Reviewed by: Gill Pratt & HR May 2014