



March 2017

## JOB DESCRIPTION

<b>Job Title:</b>	Domestic Assistant
<b>Scope:</b>	Abbeyfield The Dales Ltd
<b>Reports to:</b>	Housekeeper
<b>Key objectives:</b>	<ul style="list-style-type: none"><li>• To maintain a clean environment in all areas to maximise resident's comfort and enjoyment of their surroundings</li><li>• All communal areas are clean and tidy at all times and to required standards</li><li>• All work is carried out with regard to the resident's rights</li></ul>
<b>Main tasks:</b>	<ul style="list-style-type: none"><li>• To clean residents apartments/bedrooms and associated areas to a high standard as per the cleaning schedule.</li><li>• To ensure a high standard of cleanliness in the reception and all communal areas.</li><li>• To clean the community hub area including cupboards, fridges worktops etc.</li><li>• To ensure that all floors are vacuumed/mopped to a high standard.</li><li>• To ensure that the communal toilets and assisted bathrooms are always clean and tidy.</li><li>• To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fitments.</li><li>• To replenish consumable items as required.</li><li>• To report any maintenance issues.</li><li>• To ensure windows, mirrors, door panels, lifts are free of smears and finger marks.</li><li>• Laundry and ironing is completed as required.</li><li>• To ensure that the cleaners cupboards, laundry room and trolleys are kept clean and tidy.</li><li>• Cleaning schedules are adhered to and signed off at all times.</li><li>• Using of electrical equipment relating to providing a Domestic service.</li></ul>



<b>General Requirements:</b>	<ul style="list-style-type: none"> <li>• To attend staff meetings when appropriate and to be available for one to one sessions, as agreed.</li> <li>• To attend appropriate training and development sessions as agreed with the Line Manager.</li> <li>• To maintain confidentiality at all times.</li> <li>• To carry out any reasonable duties as requested by the Housekeeper.</li> <li>• To be aware of and comply with safe working practices as stipulated by the Health and Safety at Work Act.</li> <li>• To uphold and promote equal opportunities in service delivery.</li> <li>• To comply with COSHH regulations.</li> </ul>
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<b>CANDIDATE PROFILE</b>	
<b>Essential Requirements:</b>	<b>Desirable Requirements:</b>
<p><b>A.</b> An understanding of cleanliness, hygiene and how to clean to a high standard.</p> <p><b>B.</b> 2 years experience in a Domestic Assistant role or similar.</p> <p><b>C.</b> Good communication skills</p> <p><b>D.</b> Ability to work with others</p> <p><b>E.</b> Flexible approach to working hours</p>	<p><b>F.</b> Experience as a Domestic Assistant within the care industry or similar.</p> <p><b>G.</b> Any related qualifications</p>