

JOB DESCRIPTION

Job Title:	Domestic Assistant
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Scope:	Abbeyfield The Dales
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Reports to:	Housekeeping Manager
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Key objectives:	<ul style="list-style-type: none"> • To maintain a clean environment in all areas to maximise resident's comfort and enjoyment of their surroundings • All communal areas are clean and tidy at all times and to required standards • All work is carried out with regard to the resident's rights and wishes
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Main tasks:	<ul style="list-style-type: none"> • To clean residents apartments/bedrooms and associated areas to a high standard as per the cleaning schedule. • To ensure a high standard of cleanliness in the reception and all communal areas ensuring robust infection control procedures are adhered to • Deep clean of recently vacated apartments and rooms • To clean the community hub area including cupboards, fridges worktops etc. • To ensure that all floors are vacuumed/mopped to a high standard. • To ensure that the communal toilets and assisted bathrooms are always clean and tidy. • To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fitments. • To replenish consumable items as required. • To report any maintenance issues. • To ensure windows, mirrors, door panels, lifts are free of smears and finger marks. • Laundry and ironing is completed as required. • To ensure that the cleaners cupboards, laundry room and trolleys are kept clean and tidy. • Cleaning schedules are adhered to and signed off at all times. • Using of electrical equipment relating to providing a Domestic service. • Must be willing to use ladders for some cleaning required at heights
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	<p>The job description is not an exhaustive list of duties. Staff are expected to perform different tasks as necessitated by their changing role within the organisation and the overall needs of the business as directed by the management team.</p>
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General Requirements:	<ul style="list-style-type: none"> • To attend staff meetings when appropriate and to be available for one to one sessions, as agreed. • To attend appropriate training and development sessions as agreed with the Line Manager. • To maintain confidentiality at all times. • To carry out any reasonable duties as requested by the Housekeeper. • To be aware of and comply with safe working practices as stipulated by the Health and Safety at Work Act. • To uphold and promote equal opportunities in service delivery. • To comply with COSHH regulations.
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CANDIDATE PROFILE	
Essential Requirements:	Desirable Requirements:
<p>A. An understanding of cleanliness, hygiene and how to clean to a high standard.</p> <p>B. 2 years experience in a Domestic Assistant role or similar.</p> <p>C. Good communication skills</p> <p>D. Ability to work with others</p> <p>E. Flexible approach to working hours</p>	<p>F. Experience as a Domestic Assistant within the care industry or similar.</p> <p>G. Any related qualifications</p>