



## JOB DESCRIPTION

**POSITION:** Domestic Assistant

**RESPONSIBLE TO:** Manager or in their absence the Deputy or Senior in charge of the shift.

### PURPOSE OF POSITION:

- To maintain high standards of hygiene and cleanliness throughout the House.

Our residents must be treated with the utmost courtesy and respect at all times. Residents' privacy must be respected and their dignity and independence preserved. Residents are to be addressed by their preferred title at all times.

You must understand that you will be cleaning the rooms of, and therefore be in close contact with, frail elderly residents who may be confused and may, on occasion, become aggressive.

You will need to be able to handle and deal with unexpected situations, with the support of Senior staff.

### PRINCIPAL RESPONSIBILITIES:

- To clean all areas of the house, including communal rooms, corridors, residents' rooms and kitchens.
- To use the cleaning equipment with due regard for your own safety and that of others. Equipment must NOT therefore be left unattended, or electrical equipment plugged in when not in use.
- To stack and unpack the dishwasher.
- To use steps to high dust, hang curtains and wash walls where necessary.
- To report at once any defects, damage to equipment or anything else which may endanger residents or others.
- To know and be responsible for the correct storage of cleaning materials.
- To work to an established but flexible routine. You may from time to time be required to do small jobs for the residents but **only** when requested by the Manager.
- To practice good hygiene at all times with due regard to infection control.
- All duties must be carried out with due regard to safety. Protective clothing and gloves must be worn when necessary.
- To attend staff and other meetings as requested.
- To undertake training necessary for the completion of your duties
- To abide by all company Policies and Procedures.
- To undertake any other duties as and when required.

This job description is not exhaustive and may be amended to meet the changing needs of the organisation.