# Job description questionnaire

## Job description

### Structure information

Job title: Domestic Assistant

Reports to job title: Domestic Supervisor / Service Support / Manager

Directorate: Housing Care & Wellbeing

Division: Resources, Safeguarding & Performance

Section: Provider Services

Job identification number (JIN):1327

### Job purpose

To undertake general cleaning and domestic duties to agreed standards that promotes cleanliness and meets current infection control guidance which maintains a safe environment for service users, staff and visitors

### Principal accountabilities

1. Ensure establishment is kept clean and tidy and to a required standard.
2. Operate vacuum cleaner(s) to ensure floors are kept clean and tidy
3. Wash and mop floor surfaces that require regular cleaning within health and safety guidelines
4. Clean toilets, showers, baths and wash basins on a regular basis
5. Ensure the availability of toilet paper within the establishmeny and refill paper towel

dispensers

1. Empty waste/rubbish bins on a daily basis.
2. Handle soiled linen left by residents, or staff, and forward for laundry
3. Operate washing machine/drier/dishwasher as and when required
4. Undertake intensive cleaning of individual bedrooms and communal areas as required
5. Wash up as and when required to support establishment needs
6. Clean kitchen equipment as and when required to support establishment needs
7. Report any damage to building for repair to ensure compliance with health and safety regulations
8. Attend supervision, training and staff meetings as required

### Health and safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

### Diversity and inclusion accountabilities

Understand the council’s diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

### Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

## Person specification

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Division: Resources, Safeguarding & Performance

Section: Provider Services

Job identification number (JIN):1327

### **Essential criteria**

#### Job-related education, qualifications, and knowledge

* Demonstrate an awareness of health and safety within the

working environment.

* Demonstrate an awareness of infection control and basic hygiene in the work environment or willingness to undertake training

#### Experience

* Experience of working with people
* Experience of working as part of a team, as well as an individual basis
* Experience of how to use housekeeping equipment, ie carpet shampooer

#### Skills and abilities

* Ability to communicate effectively with service users, colleagues and visitors
* Ability to work under own initiative
* Ability to prioritise workload

#### Health and safety knowledge

* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

#### Diversity and inclusion

* Demonstrate a genuine commitment to the council’s values in relation to embracing diversity and provide a service based on fairness and inclusion.

#### Other requirements

* Ability to work on a rota which may include evenings, weekends and bank holidays.