

Domestic Assistant

Role Profile



TRAFFORD
COUNCIL

Service: Adult Services
Grade: Band 1
Reporting to: Deputy Managers and Registered Manager

About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Working together to build the best future for all our communities / everyone in Trafford.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Main Purpose of the Job

To undertake duties concerned with the residential and other similar establishments.

Main Duties

1. Cleaning of designated areas to ensure that they are kept in a hygienic condition.
2. Kitchen and dining room duties (e.g. laying and clearing tables, washing up.)
3. Basic preparation of food.
4. Laundry duties.
5. Operation of powered equipment including cleaning and domestic type laundry equipment.

All duties must be carried out to comply with:

- a) The Health & Safety at Work Act.
- b) Acts of Parliament, Statutory Instruments and Regulation and other legal requirements.
- c) Nationally agreed Codes of Practice which are relevant.

All duties will be carried out in the working conditions normally inherent in the job.

All necessary paperwork must be completed.

Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

About You

Qualifications and Professional Development

A willingness to undergo training specific to the job

To complete E-Learning training as well as on the job training including moving and handling, infection control

Skills and abilities

Ability to understand and work within Health & Safety Regulations

Able to operate safely within the workplace by identifying risk and using safe working practices and actions to minimise it.

Ability to work unsupervised

Methodical

Able to follow instructions

Able to provide a quality service

Self-motivated

Flexible

Committed to high standards of work

Special Conditions

An enhanced DBS is required prior to commencing work

Unsocial Hours/Weekend working

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.

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Prepared/revised by: D Schofield / C Aston