

# Job specification

<b>Job title:</b>	<b>Day Domestic</b>
<b>Service:</b>	<b>Heathside Residential Support</b>
<b>Grade:</b>	<b>G1</b>
<b>Reporting to:</b>	<b>Lead Support Worker and shift leaders</b>

## Your job

In this role you will ensure that all areas of the home are cleaned to a high standard you will be responsible to ensure that all equipment is in safe working order and reporting any repairs or faults immediately.

You will be responsible for maintaining the general cleaning of the home in line with recognised standards and regulatory frameworks. You will follow cleaning schedules ensuring cleanliness and infection control standards are met throughout the home.

In your role as a Domestic you will engage with residents and be involved in cleaning their own rooms ensuring to protect residents' belongings and valued possessions.

You will be part of the team and encourage and engage with residents to maintain their skills and independence.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

## In this job you will

On an on-going basis you will:

- Engage with residents with respect and dignity, considering individuals needs and wishes.
- Follow cleaning schedules to maintain high standards of cleanliness throughout the home.
- Always be alert to the home environment and clear spillages promptly.
- Maintain and ensure the building is safe and secure throughout the night.
- Complete daily schedules and documentation of housekeeping equipment including daily stock checks.
- Always be alert to the home environment and clear spillages promptly.
- Maintain accurate records on a daily basis.
- Have knowledge and understanding of health and safety requirements within a home environment.
- Support your colleagues and management team.
- Contribute and participate in team meeting and My Time / My Time Extra meetings and Team Time.
- Communicate effectively and liaise with residents, colleagues and the management team.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

## In this job you will need

You must be able to demonstrate the following essential requirements:-

- Excellent communication skills, both oral and written when engaging with residents with dementia.
- Complete cleaning schedules to a high standard.
- Effective interpersonal skills with residents, families and other professional colleagues.
- Demonstrate values and compassion in a dignified manner.
- The ability to work on your own and as part of a team and meet specified daily routines in a busy environment.
- flexible and meet the needs of the residents and service.
- Enthusiastic, motivated individual who is committed to engaging with residents.

## Our culture

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

**Be Positive... take pride in all that you do**

**Be Accountable... be responsible for making things better**

**Be Courageous... be open to doing things differently**

**Be Kind... be helpful, generous and thoughtful towards yourself and others**

**#TeamWiganDeal**

## Together we will

Deliver Deal 2030, working alongside our communities to make Wigan Borough an amazing and inclusive place to live and work, building a better future.

### We will



Genuinely care for you and your wellbeing.



Champion a culture that inspires you to thrive.



Listen and engage with you to bring your ideas to life.



Celebrate your contribution and support you to reach your goals and aspirations.

### I will



Look after my wellbeing and be kind to myself and others.



Work with others across #TeamWigan to be courageous, innovative and embrace technology.



Share my ideas and be accountable for making things happen.



Own my development and let my passion and positivity shine through.