

**JOB DESCRIPTION**

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| **Post Title**: Domestic Assistant | | | |
| **Department**: Housing Service | | **Post No**: | |
| **Division/Section**: Customer and Communities | | **Post Grade**: 3 | |
| **Location**: 6 Knowsley Place | | **Post Hours**: 20hrs | |
| **Special Conditions of Service**:   * Car required as will be required to undertake other site cover and need to be able to travel to various locations; and * To be flexible, when required, within the working rota to meet service requirements. | | | |
| **Purpose and Objectives of Post**:   * To undertake general cleaning, and basic kitchen duties in Sheltered Housing establishments. | | | |
| **Accountable to**: Kimberley Partridge, Head of Housing and Neighbourhood Services | | | |
| **Immediately Responsible to**: Kimberley Partridge, Head of Housing and Neighbourhood Services | | | |
| **Immediately Responsible for**: Housing Team | | | |
| **Relationships: (Internal and External)**   * Security and maintenance personnel and other relevant internal and external agency colleagues regarding the Health and Safety of staff, tenants and the building; * Emergency services staff as required; and * Friends, carers and relatives of service users. | | | |
| **Duties/Responsibilities**  Domestic Assistants may work across all areas of the establishment or be based within a specific area within the establishment. Such as the following:  **Floor**   * To provide and maintain an agreed standard of housekeeping within the establishment; * To clean and maintain in a hygienic condition all areas of the establishment; and * To mop, vacuum, sweep and clean floors and carpets.   **Laundry if appropriate**   * To provide and maintain an agreed standard of housekeeping within the laundry area; * To clean and maintain in a hygienic condition all areas of the Laundry Area; * To mop floors, vacuum and clean carpets and clean, dust and polish all surfaces within the Laundry Area; and * To undertake laundry duties to include washing, drying, ironing and putting away of all laundered items as required.   **Kitchen if appropriate**   * To provide and maintain an agreed standard of housekeeping within the Kitchen area; * To clean and maintain in a hygienic condition all areas of the Kitchen area; * To mop floors within the kitchen area; * To undertake kitchen duties to include serving of teas, coffee, setting of tables and cleaning kitchen surfaces as required; and * To assist in the preparation of teas and coffees. * To support Tenants with coffee mornings/afternoons. * **General** * To move furniture with appropriate assistance and equipment as required; * To liaise with relatives and staff of other agencies in a professional and courteous manner respecting confidential information in line with the authority’s policies; * dust and polish all surfaces within the establishment; and * Clean doors and handles on a regularly basis.   **Health and Safety**   * To take appropriate action to provide a secure environment and safeguard the building as identified by general Health and Safety requirements; * To carry out any practical tasks relating to the physical environment that may be required which maintains Health and Safety requirements including laundry, tidying and cleaning up after incidents; * Removal of hazards and provision of facilities to ensure safety, health and wellbeing of yourself and others; * To maintain a high standard of personal appearance and cleanliness; * To ensure that all equipment is safe, clean and in working order before use; * To support emergency planning activities by assisting managers to set up and run rest centres where required in emergency situations; and * To support the independent living officer to carry of fire alarm testing.   **Personal Development**   * To participation in supervision sessions, team meetings and employee reviews including contributing to the identification of your training and development needs; * To attend training and development activities as identified as relevant to your role including mandatory training and refreshers; and * To maintain your own Continuing Professional Development.   **Policies and Procedures**   * To adhere to the appropriate procedures, policies and values of the authority and department.   **Safeguarding:**   * As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm. | | | |
| **Job Description prepared by:** | **Sign:** | | **Date:** |
| **Agreed correct by Post holder:** | **Sign:** | | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign: K Partridge** | | **Date:** |

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| ***Person Specification –Domestic Assistant*** | | | |
| This criteria is **essential.** You **must** be able to give examples for **all** these criteria. | | | |
| ***Criteria*** | ***Please give examples from Work, Voluntary or Personal Experience.*** | ***Criteria Met*** | ***Criteria not met*** |
| **Experience, Knowledge and Understanding** | | | |
| **Knowledge of good personal hygiene, and safe working practices.** |  |  |  |
| **Skills and Abilities**  Ability to work to a routine and maintain high standards of cleanliness |  |  |  |
| Competent in the use of cleaning  Materials | | | |
| Ability to work independently and as part of a team with colleagues, families and other agencies. |  | ***Criteria Met*** | ***Criteria not met*** |
| **Ability to follow both verbal and written**  **instructions** | | | |
| ***This criteria is desirable*** |  |  |  |
| **Skills and Abilities**  Ability to assist in the preparation in serving of food / coffee, teas, in an informal setting. |  |  |  |
| **Interview Criteria**   * Understanding of why it is important to have a clean and safe environment * Understanding of Health and Safety in relation to equipment and cleaning materials * Ability to respond flexibly to individual needs and changing circumstances. * Ability to communicate effectively with a variety of people including service users, managers, colleagues and members of the public whilst maintaining confidentiality. * Ability to be respectful of the individual rights, privacy and dignity of older people and disabled people |  |  |  |