

**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.
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| **Purpose and Objectives of Post**: * To undertake general cleaning, and basic kitchen duties in Sheltered Housing establishments.
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| **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.
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| **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.
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| **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
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