



Job Description

Job Title: Domestic

Reports to: Service Manager / Housekeeper

Date: February 2020

Job Purpose:

To ensure designated areas are cleaned to a high standard, working alongside the staff team to maintain a quality service.

| Objectives | Typical Tasks |
|--------------------------------|---|
| Complete job role as requested | <ul style="list-style-type: none"> - Carry out necessary tasks, following appropriate cleaning schedules - Ensure that all floor surfaces in designated areas are clean, removing debris, spillages and shampooing as necessary - Clean all furniture/furnishings/fixtures and fittings, using correct cleaning materials - Clean walls/doors/inside of windows etc. as required ensuring that reach equipment is used as appropriate - Ensure all work is carried out in an organised and efficient manner, taking into account priorities and company procedures, health and safety and COSHH - Ensure that all domestic and household waste is correctly identified and disposed of in specified disposal containers in accordance with company policy - Ensure sanitary fixtures and fittings are thoroughly cleaned using correct colour-coded cloths and equipment - Ensure the cleaning sequence is systematic and minimises the risk of infection |

| | |
|---|--|
| <p>Be aware of your responsibilities under the Charity's Health and Safety policy, taking all possible steps to ensure a safe working environment</p> | <ul style="list-style-type: none"> - Maintain a safe working environment - Report all incidents or potential hazards - Report any faulty machinery to the Service Manager/Senior Support Worker, ensuring it is labelled and isolated to prevent further use - Know how equipment works and keep equipment in good working order - Order Personal Protective Equipment, in line with budget - Work to safe systems of work for infection control when dealing with bodily waste/fluids - Stock check cleaning materials and request order - Ensure that all products used within the service have the required COSHH data sheet - Direct maintenance workers to the area required advising them of potential risks within the service at that time. |
| <p>Be familiar with and adhere to internal and external policies and standards</p> | <ul style="list-style-type: none"> - Ensure relevant standards are followed at all times and maintained - Maintain good working knowledge of relevant standards in order to implement safely and appropriately |
| <p>Continuous self development to ensure knowledge and skills are relevant to the service</p> | <ul style="list-style-type: none"> - Keep up to date with skills and knowledge - Attend mandatory training - Attend other training and development activity where appropriate (Positive Behaviour Support Training) - Participate in development reviews - Read and seek to understand all relevant communication e.g. written communication, - Attendance at meetings as required |
| <p>Actively support the vision, philosophies and values of the Charity</p> | <ul style="list-style-type: none"> - Promote the core values of the Charity i.e. respect, compassion, hospitality, justice and trust - Act in a non-discriminatory manner - Maintain confidentiality at all times - Undertake any other duties that are in keeping with the values of the Charity that you have the skill/ability to carry out |

| | |
|--|--|
| | |
|--|--|

| | |
|--|---|
| Dimensions | |
| Level of Disclosure: Enhanced | |
| Person Specification | |
| <u>Essential</u> <ul style="list-style-type: none"> - An ability to demonstrate the core values of the Charity - If applicable, where Care Standards have set an age criteria, age must be proven - Domestic/cleaning work - Able to work as part of a team and using your own initiative - Ability to respond to guidance and direction - Flexibility | <u>Desirable</u> <ul style="list-style-type: none"> - Knowledge of health and safety/COSHH - Manual handling certificate - Emergency first aid certificate - Fire awareness certificate |