



COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Domestic Assistant	Job Number:	Various
Department:	Health & Social Care	Grade:	B
Location:	Western Isles Care Homes & Day Centres	Date:	2026
Responsible To:	Chief Officer (Health & Social Care); in the first instance to the Senior Social Care Worker		

Job Purpose

To provide domestic assistance in the Home, with particular responsibility for the overall cleanliness of the Home, to the standard necessary for the health and safety of the service users.

Duties

1. General cleaning duties including sweeping, vacuuming, cleaning, dusting, polishing of floors, walls, furnishings and fittings in accordance with the cleaning plan.
2. Setting, waiting at and clearing of dining room tables as required.
3. Assisting care staff with service users as required.
4. Transporting meals to and from dining room and washing up.
5. Laundry duties as required.
6. Assisting the Cook with the preparation of food as required and the preparation and serving of simple meals in the absence of the Cook.
7. Maintenance of small stores.
8. Attending meetings and undertaking training as required.



General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.





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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Understanding the needs of the client group. E2. Understanding the rights of others.	D1. Health & Safety in the workplace. D2. Importance of food hygiene.
Skills and Abilities	E3. Ability to understand, retain and act on instructions. E4. Ability to work in an organised and thorough manner. E5. Empathy.	D3. Ability to communicate in Gaelic.
Education and Experience	E6. Cleaning, preferably to a cleaning schedule or in a work setting.	D4. Food preparation and basic cooking. D5. Working with older people or other special needs groups.
Other Factors	E7. Outgoing and friendly personality. E8. Awareness of the importance of confidentiality. E9. Emotional warmth. E10. Respect for others.	

