

JOB PROFILE

Post Title: Domestic Assistant

Post No: Generic

The postholder will be required to manage their time efficiently in order to ensure the smooth running of the domestic duties of a residential care home or other similar establishment.

The Domestic Assistant will be aware of and adhere to health and safety rules and regulations (including COSHH regs) relating to all aspects of the post including the use of electrical equipment.

The main duties of the Domestic Assistant include;

- Cleaning of designated areas to ensure that they are kept in a hygienic condition, for instance; deep cleaning, hovering, mopping, polishing and cleaning of windows
- Kitchen and dining room duties, for example; laying and clearing tables, washing up and helping with meal service
- Basic preparation of food
- Operation of powered equipment including domestic-type laundry equipment for example, the operation of commercial washing/drying machines and ironing.

From time to time the Council may require the postholder to undertake duties outside those specified.

Allowances:

Evaluated Grade: C

Date of Evaluation: 22/01/2010

Date of Last Amendment: 22/01/2010

Updated for Single Status: 22/01/2010

PERSON SPECIFICATION

Post Title: Domestic Assistant

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This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process, we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

Additional post specific attributes are set out below;

	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	Commitment to working with service users Discretion Trustworthy Non-judgemental attitude Tolerant Sensitive Commitment to looking after property of service users	
<u>Relevant Experience</u>	Experience in cleaning and domestic	Experience of working in a

work

care setting

Education

Food Hygiene Certificate

General awareness of
Health & Safety regulations

Skills, Abilities and
Knowledge

Ability to maintain confidentiality

Physically Fit

Team Worker

Ability to work from instructions
without direct supervision

High standard domestic skills