JOB DESCRIPTION - HEALTH AND SOCIAL CARE PARTNERSHIP

IDENTIFICATION

Post Title:	Domestic Assistant	Post Ref:	
Section:		Grade:	1
Responsible to:	Team Manager		
Responsible for:			

JOB PURPOSE

Undertake duties concerned with the operation of residential and other similar establishments.

PRINCIPAL WORKING CONTACTS

Senior Social Care Officer/Unit Manager and Social Care Officers.

MAIN DUTIES

Cleaning of designated areas to ensure that they are kept in a hygienic condition.

Kitchen and dining room duties (for example, laying and clearing tables, washing up).

Basic preparation of food.

Operation of powered equipment including domestic-type laundry.

APPLICATION OF OUTLINE

Cleaning of designated areas to ensure that they are kept in a hygienic condition - may include the handling and/or rough washing of foul linen.

Domestic type laundry equipment includes commercial washing/drying machines designed to accommodate dry loads of up to 10 kilograms, and compatible dry, steam and rotary irons.

The duties of this job do not include any supervisory responsibilities.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Domestic Assistant

DIVISION/DEPARTMENT SECTION: Health and Social Care Partnership

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATION		Able to use and maintain domestic cleaning equipment.	Interview
RELEVANT WORK/OTHER EXPERIENCE	Previous domestic experience.	Experience in a Residential or similar establishment.	Application
PARTICULAR SKILLS/ABILITIES	Able to communicate verbally and work as part of a team. Follow directives from senior staff and Manager		Application Interview
PERSONAL QUALITIES	Pleasant disposition.		Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Flexibility with working hours and able to work shift patterns and weekends. Must be able to keep the home clean to a standard agreeable to the Manager. Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update.	Knowledge of Health & Safety at Work procedures.	Interview