

Domestic Assistant – Job Description

Job Title: DOMESTIC ASSISTANT

Service:

Job purpose:

This job involves ensuring that all residential accommodation, school buildings, offices and communal areas are clean, safe and provide a pleasant environment, whilst complying with all relevant Health and Safety legislation. The role also includes working in the central laundry to ensure all young people's items are laundered in a timely manner and in line with all relevant Health and Safety legislation.

Key result areas:

Person Centred

- 1 You will work with my support staff to ensure that when you are in my house my best interests are at the centre of what you do.
- 2 Although you do not directly support me, you will develop a positive relationship with me so you understand my preferred routines.
- 3 You will wash and dry all of my items so that I look and feel good.
- 4 You will make sure that all of my items are in good condition so that I look and feel good.
- 5 There may be times when you need to be flexible in your duties to meet my needs.

Quality Driven

- 1 You will ensure that my environment is kept at a high standard of hygiene and cleanliness. You will do this by:
 - Ensuring records are completed clearly and promptly.
 - Following agreed work schedules.
 - Working to agreed standards, including relevant Health and Safety legislation.
- 2 You and your colleagues will work as a team to ensure my needs are best met.
- 3 You will always be looking for ways to improve my environment, so some days you may need to change your schedule.
- 4 You will not waste materials or equipment so that money can be spent on more important things.

Policy Document No: Per 1.1.1

- 5 You will be suitable qualified and trained, will follow best practice and will have a commitment to learning.

Outcome Focused

- 1 You will monitor and maintain an appropriate level of cleaning stock so that my house is always clean.
- 2 You will have good organisational skills so that you can manage my laundry and my cleaning tasks throughout the day.

Keeping People Safe

- 1 If you are concerned about me you will feedback, record and share to the appropriate people.
- 2 Because you are working where I live, you must take extra care with cleaning materials and equipment, making sure I can't get to these things so I don't hurt myself.
- 3 You must follow and have an awareness of relevant Health and Safety legislation to make sure I am safe.

Please note, you will be expected to carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

Health & Safety:

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation and as required by Hesley Group policy and guidance) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace by completing regular and planned risk assessments, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes managing a safe and secure environment for everyone including people who use the service, staff, visitors and members of the public.

This duty includes checking that any person entering Hesley Group property has a right to do so and their visit is recorded in accordance with Hesley Group procedures.

Equal Opportunities

You will ensure all have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities, including the right not to be discriminated against, as set out in law and by Hesley Group policies.

This organisation is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. Hesley Group, therefore, expects all staff and volunteers to share this commitment.

Policy Document No: Per 1.1.1

This post is subject to an enhanced level DBS Disclosure and Barring Check, including a check against the “Barred List” in respect of the Children’s/Adult (delete as needed) Workforce.

Prepared by Human Resources Department Date: 13/02/2020

Jobholder: Signed: Date:

Manager: Signed: Date: