



JOB DESCRIPTION

Job Title: Domestic Assistant

Reporting to: Head of Housekeeping

Job Purpose

Working under the direction of the head of housekeeping and the home manager, the domestic assistant helps to ensure the highest possible standards of cleanliness in all parts of the home.

Job Duties

- Carry out duties assigned to you on the home's cleaning schedule.
- Clean in accordance with the standards and frequency that are detailed within the home's infection control policy and cleaning manual.
- Use cleaning products and materials, ensuring the correct product and dilution as specified in the cleaning manual and the COSHH guidelines.
- Use the industrial cleaning equipment, taking the correct precautions to minimise any associated risks as specified in the cleaning manual.
- Clean all sanitary areas, respecting the privacy of residents and visitors and as specified in the cleaning manual.
- Follow infection control guidelines for the cleaning of isolation and other high-risk areas within the home.
- When carrying out your duties, report to your line manager any problems that you see or encounter that could adversely affect standards of cleanliness around the home.
- Be aware of COSHH regulations and always adhere to these.
- Wear the correct uniform and protective clothing, as required and instructed.
- Follow company policies, procedures and operational instructions for the operation of the equipment and machinery used as part of your duties.
- Promote the good name of the home both internally and externally.
- Attend staff meetings and training sessions, as required, for the better performance of your duties.
- Always follow the home's written policies and procedures.
- Understand and promote the company's core values and philosophy of care.
- Work your weekly contacted hours, as mutually agreed with the head of housekeeping, on a rota system including at weekends and during public holidays.



- Complete any mandatory training specified to ensure that you are competent to fulfil the responsibilities of your role.
- Share information, where appropriate, with key partners, working to data protection and Caldecott principles.

Specific Qualifications/Skills/Attributes

- Firm understanding of infection control
- Ability to work alone or as part of a team
- Ability to carry out instructions accurately
- A flexible, positive and 'can do' attitude
- Keen attention to detail and ability to take pride in a job well done

This job description is not exhaustive and other duties may be required according to the needs of the home.