

Craig Healthcare

Job Description Domestic Assistant

Responsible to: Deputy Manager

Objectives: To ensure the home is kept clean and tidy. To ensure all suppliers of services to achieve this objective are efficient, co-operative and cost effective.

Key tasks:

1. To organise the cleaning in liaison with the Deputy Manager / Unit Manager, and to ensure all cleaning schedules are fully completed.
2. To ensure that approved products only are used throughout the home and that COSHH guidance is available for these products. Ensure that products are locked away when not in use.
3. Ensure that all cleaning stock is maintained and where necessary place orders for its replacement.
4. To induct and train new members of domestic staff.
5. To ensure all carpets are clean and vacuumed and stains removed as necessary.
6. To ensure that furniture and woodwork is dusted, cleaned and polished as appropriate.
7. To ensure wash hand basins, baths and toilets are cleaned and tiling wiped down.
8. To ensure all ledges, paintwork, floor skirting and shelving is dust free, clean and tidy.
9. To ensure picture frames are clean, glass polished and house plants watered.
10. To ensure that bedrooms and communal bins are emptied daily: and that there is a supply of liquid soap and paper towels at all wash hand basins and toilet areas
11. To ensure equipment used is safe and to report any defects, ensuring that any unsafe equipment cannot be used by other persons until repaired. Ensure that all equipment is stored safely.
12. To be mindful of any health and safety issues e.g. trailing flexes across corridors and wet floors. Ensure that warning signs are used and clearly visible.
13. To dispose of collected rubbish at the end of a shift and disposed of in suitable containers
14. To undertake any other reasonable request/task as and when requested on instruction from a senior member of staff.

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All staff is required to:

1. Show courtesy and respect to residents, visitors and colleagues at all times.
2. Maintain confidentiality at all times.
3. Report any untoward incidents to the senior member of staff on duty, including illness of residents or fellow members of staff.
4. Be aware of, and at all times comply with, the relevant company policies and procedures, with special regard for Fire, Safety, Health and Safety management, including moving and handling, COSHH regulations and maintenance of records.
5. Promote the Home in a positive manner
6. Attend training sessions and staff meetings

I have read and understood my Job Description and agree to be bound by its contents. I understand that any deviation or mal practise which conflicts with my Job Description may lead to disciplinary action.

Signed

Date