



N Notaro Homes Ltd

JOB DESCRIPTION

Job Title: Domestic assistant

Responsible to: Housekeeper (where appropriate) and Home Manager

Job Summary: To maintain a high standard of cleanliness within the care home in line with Infection Control and Health and safety Guidelines.

Duties and responsibilities:

- ❑ To undertake general cleaning of designated areas, ensuring they are kept tidy and in a hygienic condition
- ❑ To make all service users beds, and if the individual service user wants to help to allow them to do so (following instruction from your manager), checking for any soiled bed-linen and replacing if necessary, using correct laundry bags
- ❑ To empty and clean waste and sanitary bins ensuring that all waste is disposed of following the correct procedure
- ❑ To report any necessary repairs required in the maintenance book
- ❑ To practise acceptable economies
- ❑ To respect the dignity and privacy of the service users, and always knock before entering a room and wait for a reply
- ❑ To report immediately to the senior member of staff on duty any service user appearing unwell or showing signs of distress
- ❑ To understand the steps to take in line with Safeguarding Vulnerable Adults policies should you witness or be made aware of any form of abuse
- ❑ To promote anti-discriminatory practice throughout your work and maintain equality and diversity throughout the work force.
- ❑ To direct all other service users queries to the main office or appropriate personnel

- ❑ To be aware of the health and safety regulations and to report any situation that could be considered hazardous
- ❑ To operate powered equipment as appropriate, reporting any problems to your home manager and maintenance person
- ❑ To report all accidents and incidents to your manager
- ❑ To be aware of Company procedures and policies
- ❑ To attend 1:1 supervision meetings
- ❑ To attend regular staff meetings
- ❑ To undertake training in line with your personal development needs identified by your manager
- ❑ On completing a shift ensure all equipment is returned to the correct storage area, all windows are closed or left on vent and corridors and fire exits are free from obstruction
- ❑ To complete any other duties as directed by management.

This job description is not intended to be an exhaustive and final list of duties and will be reviewed periodically in line with the needs of the business.

I acknowledge the receipt of the above job description:-

Name: _____

Signature: _____

Date: _____

When signed please return to the Home Administrator.
One copy will be retained in your personnel file and the other is for your personal reference.