

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Domestic Assistant	
Directorate: Community Wellbeing and Social Care	Post No:
Section: Plean Dene	Date:
Responsible to: Manager or Senior staff on duty	

Job Purpose

The post holder is a member of the care team. Working within your team you will undertake duties aimed at providing a clean, tidy, hygienic and comfortable environment for Service Users.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
3. Responsible for ensuring compliance with instructions issued by the Manager on the care and use of cleaning equipment, to give you the skills and knowledge to understand your role.
4. You will clean various areas of the home as allocated by the Manager or supervisor including Service Users' bedrooms, general and communal areas, e.g. corridors, lounges, toilets and storage areas ensuring they are maintained in a comfortable and hygienic condition, involving Service Users where necessary and practical.
5. You will be responsible for ensuring cleaning materials are ordered and maintaining stock takes of all PPE and cleaning materials. Ensuring that Data sheets and Risk assessments are also reviewed and updated regularly
6. You will, when necessary carry out kitchen and dining room activities such as laying tables and clearing away as required.
7. You will be trained in necessary infection control of all equipment and use such PPE equipment, cleaning chemicals as necessary in accordance with Health and Safety guidelines.
8. You will maintain professional and hygienic appearance.
9. You will work in line with the policy on Infection Prevention and Control, according to your role.

10. You will be trained how to use powered equipment including laundry and cleaning equipment and will undertake tasks which require manual handling of loads.
11. Report to the Manager/Senior all incidents including accidents whether they are to the residents or staff during the period of duty.
12. You will use hygienic and appropriate waste disposal systems.
13. You will maintain care and business confidentiality.
14. You will attend meetings, training courses and follow-up refresher courses as required.
15. Undertakes other such duties as may be required by the Manager or Supervisor.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security - All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

Out of Hours Standby and Call Out - You will be required to take part in the Out of Hours Stand-by Duty Rota as and when requested by management. Standby and call out duties are paid in accordance with the IWC Terms and Conditions 2012 document.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.