

Isle of Wight Council

Job Description



Identifying Facts

Title of Post: Domestic Assistant

Directorate: Community Wellbeing and Social Care

Post No:

Section: The Adelaide

Date:

Responsible to: Assistant Manager 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. To rotate in team, the cleaning of Sheltered Housing Complex
5. To deliver a high standard of laundry to clients staying within the establishment ensuring that items are collected, logged and delivered back to the appropriate rooms
6. You will clean various areas of the home as allocated by the management team including bedrooms, general and communal areas, e.g. corridors, lounges, toilets and storage areas ensuring they are maintained in a comfortable and hygienic condition.
7. 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
8. 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.

9. You will maintain professional and hygienic appearance.
10. You will work in line with the policy on Infection Prevention and Control, according to your role.
11. You will be trained how to use powered equipment including laundry and cleaning equipment and will undertake tasks which require manual handling of loads.
12. Report to the Management all incidents including accidents whether they are to the residents or staff during the period of duty.
13. You will use hygienic and appropriate waste disposal systems.
14. You will maintain care and business confidentiality.
15. You will attend meetings, training courses and follow-up refresher courses as required.
16. Undertakes other such duties as may be required by management.

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.

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.