

JOB SUMMARY

Post Title	Casual Domestic Assistant						
Job Family	<i>Service Delivery</i>	Pay Range	<i>02</i>	Line Manager to others?	No	Role profile ref	<i>SD02</i>
Service Area	<i>Corporate Services</i>						
Line Manager	<i>Confirmed on each assignment</i>						
Location	<i>Various work locations as per assignment</i>						

Job Purpose

The purpose of this role is to provide practical and domestic support to residents in care homes and general cleaning of council facilities such as offices on a casual basis.

This role is intended as a generic role and opportunities will be offered that could include any of the duties listed below on a casual basis and in different locations across the Island.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

Supporting residents in care homes

Duties in care homes will involve domestic support and food preparation and are described in more detail below. Whilst working in a home you will be required to:

- Ensure compliance with instructions issued by the Officer in Charge.
- Be familiar with the procedures to be followed in the event of a fire alarm and to be agreeable to attend the home occasionally to take part in fire drills
- Report to the Officer in Charge all incidents including accidents whether they are to the residents or staff during the period of duty.

Domestic Support

Carrying out general domestic duties within the Home including, cleaning and laundry, and to assist the Day Support Team providing for the physical needs of the client. Responsibilities will include:

- Ensuring the cleanliness of the Home in accordance with the specified instructions, methods and frequency issued by the Officer in Charge
- Delivery of a high standard of laundry to clients staying within the establishment ensuring that items are collected, logged and delivered back to the appropriate rooms
- To assist the Day Support Team as and when necessary, duties may include lifting of the client, washing and dressing the client, providing general assistance when dealing with incontinence on an occasional basis
- To escort day-care clients to and from the transport in a safe manner.
- To socialise and befriend residents as part of normal duties and give assistance to residents in difficulties, when required.

Food preparation

Carrying out general kitchen duties within the Home including, supporting the cook with basic food preparation, washing up, general cleaning and dining room support. Responsibilities will include:

- Ensuring the cleanliness of the Kitchen in accordance with the specified methods and frequency issued by the Officer in Charge.
- Assist the Cook in Charge with the preparation of meals, including washing up of kitchen utensils and crockery, basic preparation of food and beverages and serving meals.
- General cleaning within the Kitchen

General Cleaning

To ensure that council facilities are clean and adhere to all relevant health & safety legislation

- Ability to clean throughout a council facility such as office or leisure centre using chemicals and cleaning equipment / machines.
- Ensure that the highest standards of health and hygiene are used and comply with operating procedures.

JOB SUMMARY

- Understand and follow all operating and emergency procedures in the relevant facility
- Deal with any customer enquiries or complaints in a helpful, polite and efficient manner, passing the matter on to the appropriate officer if you cannot help.
- Report any faulty or damaged cleaning equipment, and low cleaning stock to the relevant officer
- Ensure that obligations under the Health and Safety at Work Act 1974 are met (in respect of all users of the facility) and assist with necessary reviews.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Reliable, responsible.	<i>You will have the ability to work on own initiative and / or as part of a team.</i> <i>You will be positive in approach and self-motivated</i>	*	
Evidence of practical experience in an appropriate work environment	<i>Previous experience of general cleaning</i> <i>Experience of working with vulnerable people is desirable</i> <i>Experience of working in a domestic, kitchen, cleaning, or laundry role is desirable</i> <i>Basic knowledge of the aging process and the needs of vulnerable people is desirable</i>	*	* * *
Safe and competent use of relevant equipment / tools.	<i>You will be able to safely use cleaning chemicals and equipment and follow health and safety procedures</i>	*	
Knowledge of relevant health and safety procedures.	<i>Able to use Personal Protective Equipment safely as directed</i> <i>Awareness of COSHH and basic knowledge of Health & Safety regulations is desirable</i>	*	*
Ability to communicate clearly.	<i>You will have a kind and caring in manner and be able to deal sensitively with clients in a variety of situations</i>	*	
Basic literacy and numeracy.			*
Basic knowledge of ICT systems.			*
Able to maintain accurate records as and when required.		*	

Qualifications

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		*	
GCSE level qualifications or equivalent			*
Health & Safety or COSHH			*

Other Requirements

Must be fully able to carry out the physical aspects of the role