



## RENAISSANCE CARE

### JOB DESCRIPTION

<b>Job Title:</b>	Domestic Assistant
<b>Responsible to:</b>	Housekeeper
<b>Job Purpose:</b>	To work as part of a team to maintain a high standard of cleanliness and hygiene within the care home, whilst ensuring a safe, comfortable environment at all times.

#### Main Duties

##### 1. Cleaning

- Maintain the highest standards of efficiency and cleanliness within all areas of the care home.
- Have a sound working knowledge of the safe use of equipment and help maintain the equipment in good, clean, working order, by regularly emptying bags, correct storage of cleaning materials, equipment, etc.
- Have a sound knowledge of the Company's policies and procedures, ensuring that working practice reflects the guidance provided.
- Have a sound knowledge of fire safety awareness, and the procedure to follow in the event of fire.
- When entering a resident's bedroom, be mindful of the fact that the bedroom is the resident's home. Dignity and privacy should be respected at all times.
- Have due regard and respect for resident's personal belongings.
- Ensure a good knowledge of all chemicals used in the home, and use in accordance with manufacturer's instructions.
- En-suites, public toilets, baths, and hand basins to be cleaned daily (more often if necessary).
- Plants should be kept watered and dead flowers removed before they become unsightly.
- Occasionally, it may be necessary to perform unpleasant cleaning duties. These duties are to be carried out with diplomacy, so as not to cause undue distress or embarrassment to the resident.
- Ensure that cleaning schedules are followed, as directed by the Housekeeper.

##### 2. Health and Safety

- To ensure that you work in a safe environment in accordance with the Health and Safety at Work Act.
- To assist in the maintenance of a safe and healthy working environment by understanding and ensuring adherence to company Health and Safety Policy and procedures including Fire.
- To practice and promote safe working practices within the home (eg: domestic trolleys, chemicals, vacuum cables, mops, etc not left unattended/trailing).
- To be fully aware and comply with infection control policies and procedures, ensuring you use the appropriate hand hygiene technique and have adequate protective clothing such as gloves and aprons when required.
- To take responsibility for own Health and safety and that of others who may be affected by your acts or omissions.

- Be aware of relevant Health and Safety legislation, ensuring that safety precautions are undertaken appropriately.
- To ensure the correct use of sharps bins and arrange collection and supply if necessary.
- To report to the Manager or Maintenance person any faults, damaged furniture, faulty appliances, equipment or potential hazards.
- Ensure that all laundry is placed in the appropriate bags at all times.
- Ensure all used pads are placed in the appropriate clinical bags and placed in the bins provided. Bags should be replaced when  $\frac{3}{4}$  full and secured tightly.
- Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
- Adhere to the care homes disposal of waste policy.
- You will be expected to be vaccinated as a condition of employment. It also expected that you will undertake boosters vaccinations as appropriate.

### 3. General

- To promote and ensure the good reputation of the care home as well as the Company.
- To greet visitors in a friendly manner and be able to answer the telephone politely and correctly, bringing any messages to the attention of the Person in Charge.
- To wear an identification badge at all times.
- To wear the correct uniform and keep a tidy and smart appearance.
- Understand your duty to whistle blow if you witness bad practice or harm to a resident within the Home.
- To ensure that all information of a confidential nature gained in the course of duty is not divulged to third parties.
- To attend and participate in staff meetings and attend all mandatory training.
- To communicate effectively with other staff, relatives and work in a collaborative way.
- To undertake ongoing learning and professional development as necessary, in order to maintain high standards in the quality of work, as outlined in the job description.
- To attend and participate in supervisions and appraisals.
- To ensure that you are familiar with all the company's policies and procedures and understand your duty to comply and implement them when necessary.
- To undertake any other duties within the scope of this job description, at your normal place of work or at any of the company's homes.
- This job description also applies to night workers although it is expected there will be a reduction in service users' needs at night, therefore night workers will be required to be flexible in the role and assist with administrative and domestic tasks as required.

***The job description is intended to give the post holder an appreciation of the role envisaged and the range of duties that they may be reasonably expected to undertake, however it is not definitive and may be subject to change/ periodic review.***

Please sign, print your name, and date below to indicate your acceptance of this job description.

Signature .....

Name: .....

Date: .....