

## **HAFOD CARE ASSOCIATION LIMITED**

<b>POST:</b>	<b>Domestic Assistant</b>
<b>ESTABLISHMENT:</b>	<b>Ty Penrhos Care Home</b>
<b>RESPONSIBLE TO:</b>	<b>Shift Leader / Registered Manager</b>

### **Main purpose of the Post:**

To be responsible for keeping the Establishment clean and tidy and assist in catering for residents, staff and visitors.

### **Principal Accountabilities:**

1. To undertake all aspects of general cleaning duties as required in the Establishment in both a planned and responsive way.
2. To handle and store cleaning and equipment in a responsible manner, reporting any equipment defects/faults to the Manager.
3. To contribute to and maintain a safe and secure environment in accordance with Health and Safety Legislation and basic hygiene procedures.
4. To participate in dining room duties including laying, waiting at and cleaning tables/trays.
5. To transport meals to dining room or residents' bedrooms, as required.
6. To assist in the washing up and cleaning of food production areas, equipment and utensils.
7. To assist in simple food preparation, such as cold and hot sandwiches and rolls, vegetables and fruit and light snacks.
8. To assist in food stock rotation and food storage procedures.
9. To communicate, negotiate and consult with residents, being aware of rights and choices.
10. To develop and maintain effective working relationships with other members of staff to enable team working.
11. To maintain a professional and hygienic appearance at all times.
12. To participate in training as provided by the Department.
13. To be involved in the activities and outings with residents.
14. To carry out any other duties as determined by the Manager which fall within the purview of this Post.

<b>PERSON SPECIFICATION: DOMESTIC ASSISTANT</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	Willingness to undertake relevant training	*****
<b>WORK EXPERIENCE</b>	*****	Domestic experience gained within a commercial or institutional setting
<b>SKILLS &amp; KNOWLEDGE</b>	Good verbal and written communication skills	Demonstrate knowledge of cleaning procedures Knowledge of COSHH
<b>SPECIAL APTITUDES</b>	Ability to work without supervision Practical approach Teamworker Commitment to providing a quality service Responsive to individual needs	Experience of working in an environment connected with the care of older people
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>	Common sense Tolerance Understanding Dependable	
<b>OTHER REQUIREMENTS</b>	Able to work at short notice when required Weekend working	

**PLEASE NOTE THAT THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AS PROVIDED BY THE CRIMINAL RECORDS BUREAU, AN EXECUTIVE AGENCY OF THE HOME OFFICE. DISCLOSURE IS A MEANS FOR THE ASSOCIATION TO CHECK THE BACKGROUND OF JOB APPLICANTS TO ENSURE THAT THEY DO NOT HAVE A HISTORY THAT WOULD MAKE THEM UNSUITABLE FOR POSTS WHICH INVOLVE WORKING WITH VULNERABLE PEOPLE.**

**THE ASSOCIATION WILL ONLY REQUEST DISCLOSURE FORM THOSE THAT HAVE BEEN OFFERED EMPLOYMENT**

**PAY AND CONDITIONS**

1. The hourly rate for this position is **£5.56 - £5.99** depending on age and experience.
2. A cost of living rise is awarded annually.
3. The hours of work are negotiable by agreement with management.
4. Please note that the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.
5. Your paid holiday entitlement will be 5.6 weeks per annum [pro rata].
6. Employees are entitled to join the Association's stakeholder pension scheme after three months employment with the Association.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

Signed.....Date...  
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Employee

Signed.....Date...  
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On behalf of Hafod Care Association