

Job Description



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| Date Created | November 2016 |
| Post Title | Domestic Assistant |
| Post No. | SS953 |
| Grade | Grade 1 |
| Section | Residential |
| Service Area | Adult and Community Services |
| Responsible To | Home Manager |

Job Purpose

To keep the home clean and tidy and support in catering for our residents.

Key Results Areas

1. Domestic Duties

- 1.1 To undertake general cleaning of the home maintaining a high standard of cleanliness while respecting the individual rights, privacy and dignity of our residents
- 1.2 To prepare the dining rooms for meals, including the laying and cleaning of tables
- 1.3 To transport meals to and from the dining areas required in a safe manner
- 1.4 To maintain a clean and hygienic kitchen and ensure kitchen equipment is cleaned and stored
- 1.5 To prepare and assist in the preparation of basic snacks/meals
- 1.6 To ensure that the preparation, cooking and storage of food is handled in line with strict hygiene and health and safety standards
- 1.7 To use all equipment in an appropriate and safe manner and report any equipment faults to the relevant manager
- 1.8 To undertake laundry duties as requested including minor clothing repairs and ironing
- 1.9 To be aware of responsibilities under the Health and Safety at Work Act

2. Personal Contribution

- 2.1 To be a flexible team member and be prepared to cover for colleagues in times of absence
- 2.2 To attend and participate in staff meetings
- 2.3 To attend training courses as requested

Qualifications and Experience

Possess a Basic Food Hygiene Certificate

Supervisory Responsibilities

None

Supervision Received

Manager

Principal Contacts

Colleagues
Residents
Service Users

Special Conditions

Disclosure and Barring Checks

This post will result in you having contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will be subject to a Disclosure and Barring Check. Further information about Disclosure and Barring Checks and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Job Requirement



Post Title **Domestic Assistant**

Section **Residential**

| Requirement | | Essential (E) / Desirable (D) | How Tested (Application Form / Interview) (S) = used at Shortlisting |
|---|--|-------------------------------|--|
| Education / Qualifications / Knowledge | | | |
| 1.1 | Understanding the importance of hygiene with specific importance to older people | E | Application Form / (S) / Interview |
| 1.2 | Hold a Basic Food Hygiene Certificate | D | Application Form/(S) |
| 1.3 | Understand the rights of older people regarding dignity, privacy and respect | E | Application Form /(S)/ Interview |
| 1.4 | Understanding of COSHH | D | Interview |
| Experience | | | |
| 2.1 | Have previous experience of domestic work | E | Application Form / (S) / Interview |
| 2.2 | Worked in a caring environment | D | Application Form |
| Aptitudes and Skills | | | |
| 3.1 | Be able to work to a high standard to maintain a quality service | E | Interview |
| 3.2 | Be Able to communicate effectively with colleagues, residents and stakeholders | E | Interview |
| Personal Attributes | | | |
| 4.1 | Be able to work in a safe manner, safeguarding yourself and others | E | Application Form / (S) / Interview |

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|-----|--|---|------------------------------------|
| 5.1 | Circumstances To attend and participate in training courses relevant to the role provided by the department | E | Application Form / (S) / Interview |
| 6 | Welsh Language Welsh language skills. | D | Application Form |
| 7 | Equal Opportunities Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council. | E | Interview |