

Job description-Domestic Assistant

| | |
|--|--|
| Job title | Domestic Assistant -Care Home |
| Reports to | Manager (deputy manager in manager's absence) |
| Accountable to: | Manager and nominated individual |
| Location | Sapphire Court Residential Care Home 66-68 Cold Bath Road Harrogate HG2 0HW |
| Qualifications, skills and experience | <p>DBS This position is subject to an enhanced DBS</p> <p>Qualifications Secondary education qualifications desirable Understanding of COSHH is desirable</p> <p>Skills To have a genuine interest and respect for older people</p> <p>Ability to perform cleaning/laundry duties as requested by management/care staff</p> <p>Assisting manager/deputy manager/senior team leader in maintaining a stock of cleaning materials</p> <p>Restocking store cupboards as requested by senior management team</p> <p>Ability to follow and complete cleaning records/schedules</p> <p>Ability to work as part of a team</p> <p>Effective verbal communication skills with residents/staff and visitors</p> <p>Experience Experience of working as a domestic assistant is desirable Care home experience is desirable</p> |
| Summary of role | <p>To maintain a clean and safe home environment for residents, staff and visitors</p> <p>Cleaning all areas in the home to maintain high standards of hygiene, cleanliness, infection prevention/control and home presentation</p> <p>Assisting with laundry services to ensure residents have clean clothing/bedding/towels etc which is ironed when necessary</p> |



Sapphire Court

| | |
|------------------------------------|---|
| | To respect all residents as individuals and communicate with them/staff and visitors effectively |
| Key duties/responsibilities | <p>General duties/responsibilities</p> <ul style="list-style-type: none">• To maintain and promote the home's mission statement and values• To promote our ethos of a caring, comfortable, safe and happy home• To ensure that residents are always treated with dignity and respect• To have some understanding of person-centred care and be mindful of our duty to respect residents' individual needs/choices• To communicate effectively with residents, staff and visitors• To adhere to all home policies/procedures• To respect diversity and work in an inclusive way• To contribute to the team effort and to maintain a positive working culture in the home• To answer the door/telephone in a courteous manner and greet visitors to the home <p>Cleaning duties</p> <ul style="list-style-type: none">• Cleaning duties will include daily cleaning and/or deep cleaning such as:• High dusting of walls, ceilings, curtains rails, doors, top of wardrobes etc.• Damp dusting furniture, fittings, ledges and paintwork etc.• Vacuuming/sweeping/mopping floors• Use of carpet shampoo equipment• Cleaning resident bedrooms and other areas such as dining room, lounges, hallways, offices, training room, staff room and treatment room• Cleaning toilets/baths/showers/tiled walls/floors, laundry and storage rooms• Cleaning kitchen, food preparation and storage areas (when requested to do so as primary responsibility for these areas rests with cook and kitchen assistant)• Cleaning equipment e.g. hoist/food trolley etc• Removing rubbish and emptying litter bins/clinical waste bins• Following all cleaning schedules and maintaining accurate records of cleaning• Reporting to manager/deputy manager/senior team leader as to the need to purchase cleaning materials/equipment to maintain home stock and supply• Restocking store cupboards when necessary <p>Laundry duties</p> <ul style="list-style-type: none">• Up to several times a day loading and unloading the washing machines and driers |



Sapphire Court

| | |
|--|--|
| | <ul style="list-style-type: none"> Up to several times a day folding/ironing/storing of residents' clothing and clean bedding/towels etc Up to several times a day (and when required) ensuring the driers remain clear of a build-up of lint <p>Health and safety</p> <ul style="list-style-type: none"> To take reasonable care of the health and safety of yourself and all other persons who may be affected by your acts or omissions at work To adhere to all infection prevention and control policies To ensure your own personal hygiene and cleanliness is of the highest standard and uniform/PPE is worn as per policy Understanding of, and adherence to, COSHH regulations/principles/policy To report any concerns regarding, for example, hygiene, faults, accidents, incidents, complaints or any other matter of concern in a timely manner to the manager/deputy manager/most senior person on duty To understand your duty to whistleblow if you witness bad practice/harm to a resident etc in the home <p>Confidentiality To ensure confidentiality of resident information and information relating to the home is not divulged to third parties in line with the home's policy/procedures and in line with GDPR requirements</p> |
| Supervisory responsibility | None |
| Training, supervision and appraisal | <ul style="list-style-type: none"> To complete all mandatory and additional training (training may be online and/or you may be requested to attend in person) in a timely manner To follow an induction programme and to work under supervision until adjudged competent to work unsupervised by the manager To attend and participate in alternate monthly supervision with manager/deputy manager To attend and participate in annual appraisal with manager/deputy manager To attend monthly staff meetings in person or remotely At least 80% of staff meetings must be attended per year |

Qualifications:

- Previous experience as a Domestic.
- To have a genuine interest and respect for older people
- Ability to perform cleaning/laundry duties as requested by management/care staff
- Assisting manager/deputy manager/senior team leader in maintaining a stock of cleaning materials
- Restocking store cupboards as requested by senior management team
- Ability to follow and complete cleaning records/schedules

Benefits:



Sapphire Court

- Competitive salary and benefits package from GBP 24,500 to GBP 25,960 annually
- Opportunities for professional development and career advancement.
- A supportive and collaborative work environment.
- The chance to make a meaningful impact on patients' lives.

If you are enthusiastic about providing exceptional patient care and have the skills to support the smooth operation of our care home, we invite you to apply for the above position by sending your resume to **info@sapphirecourt.co.uk**