1) **JOB TITLE:** Domestic Assistant  

2) **REPORTS TO:**  
   * Housekeeper / Domestic Supervisor (whichever applicable)  
   * All staff report through their supervisor to the Home Manager

3) **PURPOSE OF JOB:**  
   Under the supervision of the Housekeeper, work as part of a team to ensure the maintenance of high standards of cleanliness, hygiene, health and safety within the Home.

4) **MAIN JOB ACTIVITIES AND RESPONSIBILITIES:**  
   All job activities and responsibilities are to be carried out in accordance with the attached Ethos of Care and Personal Responsibility Framework and in line with all current Policies and Procedures.

<table>
<thead>
<tr>
<th>MAIN JOB ACTIVITIES AND RESPONSIBILITIES</th>
<th>HOW WE WILL KNOW THAT THESE ARE CARRIED OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work as part of the domestic staff team, cleaning all areas of the Home, including public rooms and residents’ rooms to a high standard, in accordance with published cleaning schedules.</td>
<td>• All areas of the Home are presented at all times in accordance with company standards to provide a pleasant environment for residents and staff and an inviting environment for visitors</td>
</tr>
<tr>
<td>Assist in keeping the care environment clean, tidy and hazard free, e.g. cleaning of equipment and safe disposal of waste.</td>
<td>• Health and safety risks are minimised.</td>
</tr>
<tr>
<td>Use equipment supplied, with care, in accordance with suppliers’ instructions and training.</td>
<td>• Machines remain reliable and available for use, avoiding backlogs of work</td>
</tr>
<tr>
<td>Ensure all machines and equipment are in good working order and report any faults immediately. If any machine is felt to be dangerous, withdraw it from service immediately.</td>
<td>• Accidents/incidents are avoided</td>
</tr>
</tbody>
</table>

This job description indicates the main duties and responsibilities of the post.  
It is not intended to be a complete list and may be subject to change periodically.
**Job Description**

| Expeditious cleaning of soiled carpets to minimise staining and damage to same, and to minimise spread of infection. | • Presentation of Home is optimised at all times, bad odours are minimised  
• Rooms are available for use  
• Avoidance of unnecessary replacement costs |
|---|---|
| Advise on cleaning materials and supplies required on a weekly basis, ensuring economic use of same. | • Adequate and optimum stock levels of materials are maintained.  
• Budgets are not exceeded. |
| Ensure that the Company policy on infection control is adhered to at all times. | • No infection spread from housekeeping operations |
| Ensure that the Company policy on Control of Substances Hazardous to Health (COSHH) is adhered to.  
Ensure domestic store rooms are kept clean and tidy at all times. | • No non-compliances identified. No unauthorised access by any party to such substances.  
• Staff can work efficiently |