

Job Description

Job Title: GENERAL DOMESTIC

Job Code: DS03

Job Holder:

Department: DOMESTIC
SERVICES

Position in the organisation:

Responsible to: Matron/Home Manager or designated Senior Carer/Team Leader

Direct reports:

Works in conjunction with: All residential home staff

Summary of main responsibilities:

To maintain all areas of the home in a clean, tidy and presentable condition at all times working within a team that respects the dignity of individual residents

Main Duties and Responsibilities:

1. *Kitchen*

- Prepare food and serve meals when required.
- Set tables, wash up, clean kitchen equipment and undertake other associated duties as rota'd by the Cook, or the Matron/Manager.

2. *Household*

- Keep all relevant areas clean, tidy and respectable at all times.
- Respect residents' furniture and possessions and, in cases of breakage or damage, inform the person in charge and the resident concerned immediately.
- Respect residents' privacy with regard to entering rooms and report if excluded.
- Report defects in domestic equipment to person in charge immediately.
- Keep cupboards and trolleys clean, tidy and stocked.
- Complete cleaning schedule.

3. *General*

- Work with all staff towards agreed policies and standards of care in keeping with the stated beliefs of the Organisation.
- Work to promote equality and diversity, and eliminate discrimination for all the Organisation's service users, staff and volunteers.
- Take part in staff meetings and in training activities as directed.
- Take part in individual performance reviews as required.

No job description can cover every issue that arises within the post, and the post holder may be required to carry out other duties as deemed necessary, commensurate with the principal function of the post and the capability of the post holder.

PERSON SPECIFICATION

Job Title: General Domestic

Competency	Performance Criteria
Professional Practice:	
Modelling best practice	<ul style="list-style-type: none"> • Demonstrate evidence of appropriate qualification to undertake the post • Know (or be trained to know) the correct techniques for carrying out these duties • Demonstrates patience with, and compassion for, older people • Willing to undergo training • Awareness of cultural needs of individuals
Decision making	<ul style="list-style-type: none"> • Report any significant findings or exceptions to Senior
Health & Safety	<ul style="list-style-type: none"> • Physically capable of moving and handling • Knowledge and understanding of COSHH regulations • Application of H&S practices with particular regard to catering and cleaning equipment
Interpersonal Skills:	
Teamwork	<ul style="list-style-type: none"> • Play an active role in creating a team working environment • Prioritise • General time management
Management of diversity	<ul style="list-style-type: none"> • Demonstrate awareness of different values/cultures amongst residents and staff
Effective communication	<ul style="list-style-type: none"> • Communication skills with different groups, e.g. staff, residents, local community
Self development	<ul style="list-style-type: none"> • Evidence of keeping up to date with related issues • Undertake relevant training
Personal Attributes:	
Mutual support	<ul style="list-style-type: none"> • Be aware of support needed by others • Consider how actions could affect others • Be prepared to give encouragement and help when needed • Offer help to other groups
Communication skills	<ul style="list-style-type: none"> • Explain things simply • Keep to the point • Style that is warm and friendly • Listens carefully and attentively
Interpersonal sensitivity	<ul style="list-style-type: none"> • Appearance to create confidence in residents and visitors • Respect the dignity and privacy of all contacts • Exhibit a pleasant, professional manner
Team working	<ul style="list-style-type: none"> • Happy when working in a team environment • Promote harmony within the team • Loyal to the team as a unit

TRAINING REQUIREMENTS

The duties of the post necessitate the following essential training elements being completed subsequent to employment.

Training Element
<ul style="list-style-type: none"> • Induction • Moving & Handling • COSHH Regulations • Basic Health & Safety • Certificate in Food Hygiene – Foundation • First Aid Awareness • Fire Awareness • Adult Protection • Equality & Diversity • Infection Control • Knowledge of home's specialty, e.g. Dementia Care, Parkinson's Disease • Challenging Behaviour