

<b>Position Title</b>	<b>Domestic Assistant</b>
<b>Department</b>	
<b>Reports to</b>	<b>Compliance Manager</b>
<p><b>Purpose of the Position:</b> To provide and maintain the expected standards of cleanliness and hygiene within the home / ward / hospital.</p>	
<p><b>Main Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To ensure that all areas of the home/ward/hospital are kept clean and tidy at all times and are free from odours.</li> <li>• To thoroughly clean all areas according to the daily and weekly cleaning schedules.</li> <li>• To carry out washing up duties and cleaning duties within the homes/wards satellite kitchen areas when required, by the Home/Ward Manager.</li> <li>• To ensure that the hygiene standards within the home/ward/hospital meet local Environmental Health Department requirements.</li> <li>• To ensure all relevant records and documentation are completed and are kept up to date.</li> <li>• To ensure the well-being and safe keeping of all equipment. All equipment must be cleaned and kept in good repair.</li> <li>• To ensure responsibility for cleaning equipment and chemicals at all times. Chemicals must not be left unattended and all cleaning storerooms and cupboards must be kept locked when they are not in use.</li> <li>• To ensure that you are aware of the C.O.S.H.H. regulations and the whereabouts of all C.O.S.H.H. Data / Information Sheets.</li> <li>• Report any faults immediately to the Home/Ward Manager.</li> <li>• Report any chemical spillages to the Home/Ward Manager immediately.</li> <li>• When necessary, to set tables and trays, tidy and clear the Dining Room.</li> <li>• To comply with Group organisational standards, policies and procedures.</li> <li>• To report any defects, damage, theft, breakages or hazards.</li> <li>• To respect the confidentiality and individuality of service users.</li> <li>• To carry out other duties as will, from time to time, be directed.</li> </ul>	

## Competencies

Effective Communication	Behaviours:
<p>Key Indicators:</p> <p>Good communication in both formal and informal situations.</p> <p>Ensuring people adhere to policies and procedures.</p> <p>Takes timely action to correct any misunderstandings or mistakes.</p>	<p>Information is clear and concise.</p> <p>Can demonstrate understanding of policies and procedures and why they are relevant.</p>
Compliance	
<p>Applies an understanding of policies and practices to protect the interests of the organisation.</p>	
Customer Focus	
<p>Shows commitment and demonstrates initiative. Takes personal accountability to meet work demands to the highest standards.</p>	<p>Demonstrates attention to detail and takes action when required both when directed and using own initiative.</p>
Personal Attributes	
<p>Ability to work and be contented to work alone with the minimum of supervision.</p> <p>Self-discipline with regards to timekeeping and completing the task with minimum of supervision.</p> <p>Understanding the need for discretion and absolute confidentiality.</p> <p>Exhibits highest day-to-day standards of behaviour.</p> <p>Ability to be flexible and fully responsive to competing demands on a daily basis, prioritising workload accordingly.</p> <p>Ability to adapt to changing needs within the organisation.</p>	<p>Self-motivated.</p> <p>Is punctual and demonstrates an ability and motivation to complete tasks to a high standard on time.</p> <p>Maintains the privacy and dignity of service users.</p> <p>Conscientious</p> <p>Has an understanding of how the individual fits into the wider Glenside team.</p>