



TOWELL BUILDING TRUST LTD

JOB DESCRIPTION

JOB TITLE: DOMESTIC ASSISTANT

TO WHOM RESPONSIBLE: HOUSEKEEPER

OBJECTIVE OF THE HOME:

Our objective in Towell House Residential Home is to establish a holistic approach, providing person centred care to residents of the highest possible standard.

GENERAL RESPONSIBILITIES:

The post holder will be expected to work with integrity, honesty, openness, accountability and respect. Be aware of issues relating to information and clinical governance, Human rights, health and safety and welfare of residents and colleagues.

The post holder will assist with orientation and introduction of new staff members to the home, promoting and taking part in a culture of continuous service improvement.

Communicate effectively and maintain productive working relationships with the team and each other.

FUNCTION:

The Domestic Assistant is responsible for the cleanliness of the home and for the safe storage of all equipment and cleaning materials

MAIN DUTIES:

1. Follow directions of the housekeeper.
2. Ensuring that all liquids, cleaning materials and solvents are locked away at all times unless in use.
3. Undertaking general cleaning of all areas.
4. Observing the correct use and care of equipment.
5. Reporting any breakdowns or defects in machinery or materials to the Housekeeper/Maintenance Team.
6. Knowing, understanding and implementing the home's policies and procedures
7. Strict adherence to C.O.S.H.H policy
8. To report any accidents/ incidents immediately to the Person in Charge.
9. Adherence to Uniform Policy at all times.
10. Attending and participating in in-house/online training for self-development.
11. Assisting in other areas as required by Management.
12. To attend and participate in all staff meetings



Essential:

1. Candidate must be resident in the UK with the right to work.
2. Excellent Literacy and numeracy skills
3. Ability to remain calm in stressful situations.
4. Genuine interest in working within a caring environment.
5. Excellent communication skills.
6. Team player.

Desirable:

1. Up to date records of mandatory training.
2. Previous experience of working in a care setting

All employees of the Towell House Residential Home are legally responsible for all records held, created or used as part of their duties within the home to include resident, corporate and administration records whether paper-based or electronic. All such records are public and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be up to date with the home's policy and procedures on records management and to seek advice if in doubt.

This Job Description Will Be Subject to Review In The Light Of Changing Circumstances And May Include Any Other Duties And Responsibilities As May Be Determined In Consultation With The Job Holder. It Is Not Intended To Be Rigid Or Inflexible But Should Be Regarded As Providing Guidelines Within Which The Individual Works.

CVs NOT ACCEPTED

TOWELL HOUSE IS AN EQUAL OPPORTUNITIES EMPLOYER

As Regulated Facility Applicants Should Be Aware An Enhanced Access Ni Check Is Required For This Post. Applicants Should Also Be Aware A Trace On Your Access Ni Check Does Not Necessarily Disbar From Employment. Each Case Is Assessed Individually.

Towell House has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information. This is available on request from Towell House.

The Towell Building Trust Ltd has a written policy on the recruitment of ex- offenders. This is available on request from Towell House.

