C&C
LONDON HOMES
SINCE 1926

Job Description – Domestic Assistant

1. Main Purpose of the Job

- To work as part of a team to maintain a high standard of cleanliness and hygiene within the home, whilst ensuring a safe, comfortable environment at all times.

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2. Position within C&C

- Reporting to the Team Leader

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3. Key Duties and Responsibilities

- To maintain cleanliness and general tidiness of resident's rooms, bathrooms, offices and communal areas including carpet cleaning as designated by line manager.
- When required to enter residents' rooms for the performance of domestic duties, to respect the opinion, privacy, and dignity of the residents.
- To understand and adhere to Control of Substances Hazardous to Health regulations in accordance with the Health & Safety Policy including keeping adequate supply of cleaning materials and ensuring they are used and stored safely.
- To undertake laundry tasks for residents or the home as required.
- To ensure that all cleaning equipment is used and maintained correctly and that it is stored in a safe and clean condition.
- To ensure that infection control protocols are followed at all times during the undertaking of duties.
- To report any faulty equipment, defects, or hazards in the Home to your line manager.
- To report any damage caused to furnishings, fittings, residents' property, or the structure of the building during the course of duty to your line manager.
- To work to a rolling 7-day rota as required which will include weekends.

- To assist with the induction of new staff, in accordance with the induction policy.
- To attend and participate in team/staff meetings.
- To attend and participate in regular one to ones and performance development reviews.
- To be aware of and adhere to the organisation's policies and procedures
- To travel to other locations for the purpose of meetings or training relevant to your job.
- Health and safety checks, e.g., checking window restrictors
- This is not a complete description of the duties and responsibilities of the post of Domestic, and the post holder is expected to carry out other reasonable Ad hoc duties as required by the Line Manager.

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Person Specification – Domestic Assistant

	Essential	Desirable
Experience		• Previous experience of Domestic cleaning work • Previous experience working in a care setting / residential service
Skills/ **Knowledge/** **Abilities**	• Ability to work as part of a team. • Ability to maintain all aspects of confidentiality. • Clear verbal communication skills • Open listening skills. • Ability to prioritise tasks. • Ability to read and understand basic instructions. • Ability to work within a quality and customer focused service. • A good level of literacy (reading and writing) • Physically fit enough to carry out all aspects of the role • To be able to work on your own	• COSHH training • Moving and Handling of Loads training • Health and Safety training • Food Hygiene training • Safeguarding vulnerable adults and Dementia training • Understanding of Dementia
Personal Attributes	• Be friendly and approachable • Sensitivity to needs of older people. • Willingness to be trained and developed	

	• Ability to use own initiative • Flexible approach to work	
Circumstances	• Ability to work to a 7 day rota • Pattern and be flexible to changes	
Values	• Must understand and share the Values of the organisation	
Equal Opportunities	• Full commitment to Equal Opportunities and diversity working practices	
Health & Safety	• Positive attitude to Health & Safety	

C&C is committed to safeguarding and promoting the welfare of adults at risk and expects all staff to share this commitment.

The post you are applying for may involve working with or having access to adults at risk and/or their records, therefore we may require the successful candidate(s) to undertake an Enhanced Disclosure from the Disclosure and Barring Services. The cost of this will be fully met by C&C.

We are committed to equal opportunities and welcome applications from all sections of the community.