

JOB DESCRIPTION

JOB TITLE:	Domestic
RESPONSIBLE TO:	Housekeeper
ACCOUNTABLE TO:	Home Manager

Care UK's Values

- Every one of us makes a difference
- Customers are at the heart of everything we do
- Together we make things better

Job Summary

Ensuring that we provide a clean environment for our service users and staff, providing a high quality service and high standards of cleanliness, ensuring compliance with infection control procedures.

Key Responsibilities

- Carry out all cleaning duties as directed by the Head Housekeeper to the required Company standards. Cleaning duties can be in any area of the nursing home.
- Ensure that daily and deep cleaning schedules are adhered to.
- Maintain a high standard of personal presentation and hygiene.
- Ensure that all cleaning equipment is correctly and safely used and kept in a safe condition. Report any defect to the Home Manager.
- Carry out any other reasonable instructions of the Home Manager.
- To be sensitive to the privacy and individual needs of the residents.
- To comply with COSHH regulations.
- To adhere to infection control polices at all times.
- To ensure the correct use of PPE.
- To follow the correct use of colour code systems within the home
- Carry out other ad hoc duties as requested by the Head Housekeeper or Home Manager.
- To ensure all necessary documentation is completed daily.
- To ensure trolley's are re-stocked at the end of shift and cleaning cupboards are left clean and tidy.

Safeguarding of Vulnerable Adults / Mental Capacity Act

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call RD

Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.

- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this job description

Name of post holder

Signature

Date

HAZARDS					
Laboratory specimens	√	Clinical contact with patients/residents	√	Performing exposure prone invasive procedures	
Blood/body fluids	√	Dusty environment		VDU use	√
Radiation		Challenging behaviour	√	Moving and handling	√
Solvents		Driving		Noise	
Respiratory sensitisers		Food handling	√	Working in isolation	

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Basic education, including English and Maths 	
Experience	<ul style="list-style-type: none"> • Previous cleaning experience 	<ul style="list-style-type: none"> • Experience gained in a care home environment
Technical Skills	<ul style="list-style-type: none"> • Ability to communicate on the telephone • Good communication skills both written and verbal • Able to carry out instructions accurately. • A knowledge of health and safety • An understanding of infection control 	<ul style="list-style-type: none"> • Basic knowledge of Health and Safety and COSHH regulations
Personal Qualities	<ul style="list-style-type: none"> • Flexible and reliable attitude to working arrangements • Committed to customer care and first class service provision • Ability to work alone as well as part of a team • Adaptable, friendly, polite, courteous and caring • physically fit to undertake the role 	