

Job Description

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| Job title: | Domestic Assistant |
| Directorate: | Estates & Facilities |
| Department: | Facilities |
| Responsible to: | Assistant Facilities Manager |
| Accountable to: | Facilities Supervisor |
| Pay band: | 2 |
| Contract: | Agenda for Change |
| On call requirement: | No |
| Disclosure required: | Enhanced |
| Professional Registration: | No |

Job outline:

To provide the highest possible standards of domestic services, hygiene and safety to users without constant supervision, and be able to work as part of a team.

To observe current Health & Safety Regulations, and strictly adhere to the Control of Substances Hazardous to Health (COSHH) Policy and Waste Disposal Policy.

Scope & Authority

General Cleaning:

- Clean areas specified, including associated fittings, if appropriate to include cupboards, work surfaces, dining tables etc.
- Move light equipment, e.g. tables, chairs, beds and couches (if on castors) to facilitate cleaning, taking into consideration manual handling risks at all times.
- Clean high level surfaces as appropriate, e.g. ledges, pipes, wardrobes, lights, picture rails etc. and damp dust all furniture fixtures, fittings and ledges etc.
- Clean paintwork, walls, doors etc. and internal glass as defined in work schedule.
- General floor cleaning, to include shampooing/buffing when required.
- Remove and dispose of rubbish, ready for collection.
- Maintain all equipment in a clean condition, reporting any malfunctioning or broken equipment as appropriate
- Replenish stock where appropriate, e.g. disposal bags, soap, paper hand towels, toilet rolls and nursing rolls.

Food Preparation (where appropriate):

- Safely re-generate cook chill meals as per Food Hygiene standards.
- Check temperature of food before and after re-generation.

We are an Equal Opportunities Employer operating a No Smoking Policy

- Clean chiller cabinet and re-generation oven and de-frost refrigerators/freezers.
- Prepare tables and/or trays for patient meals, clear away, load/empty dishwasher (or wash up cutlery and crockery) and replenish condiments.
- Prepare food, including salads, sandwiches, jacket potatoes, custard, gravy etc and patients' beverages as required.

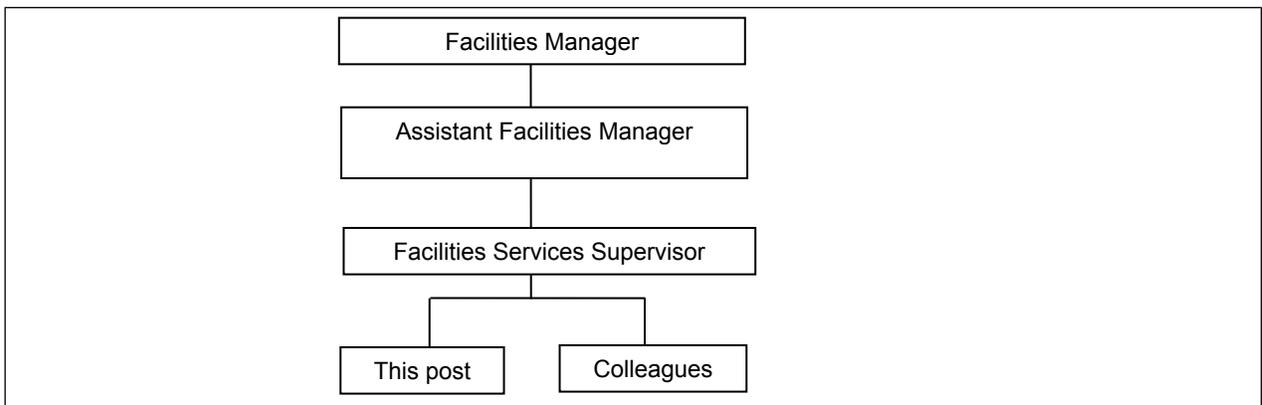
General Duties

- Record temperatures and comment if appropriate using the HACCP system, as per training
- Inform the Supervisor of any maintenance work required or any defects to equipment
- Open and / or close Unit, set alarm, check security of building as required.
- Requisition laundry (and put away), Domestic Services supplies and materials, and store away as required.
- Ensure that stock levels are maintained at all times by timely submission of requisitions to Supervisors
- Undertake any other duties as may be required by line management or Nurse in Charge including project work, internal job rotation and absence cover.

Key Result Areas:

- Wear uniform provided and adhere to the uniform policy
- Undertake and comply with training, relevant to the role and the needs of the business.
- Follow the Trust's policies and procedures.
- Appropriate use of security systems
- Attendance at Mandatory training days
- Comply with instructions and legislation e.g. COSHH Manual and basic Health & Safety systems.
- Complete any reports following incidents as per policy.
- Work towards NVQ level 2 in cleaning services.
- Carry out work in line with set procedures and schedules following practical training.

Position in the Organisation & Key relationships



All staff are required to:

- Abide by the standards of behaviour expected by their professional body and the standards of behaviour expected of all staff in the Trust disciplinary policy and procedure.
- Adhere to all Trust policies and procedures and are responsible for making themselves aware of these policies and procedures.
- Treat information relating to patient, employees and businesses of the Trust in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. At all times employees are required to comply with the provisions of the Data Protection Act.
- Maintain their own awareness of, and comply with, policies and procedures relating to Health and Safety (whether statutory or Trust), and assist in ensuring the compliance of other staff.
- Support the Trust's visions and values and in particular the promotion of a positive approach to diversity, equality, rights, and treating others with dignity and respect; to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply by adhering to the Trust's Equality and Diversity Policy.
- Demonstrate the core principles of safeguarding and protection Human Rights; treating people with dignity, fairness, equality, respect and autonomy.
- Develop and maintain positive relationships with all colleagues, taking account of their age, religion or belief, ethnicity, sex, marital or civil partnership status, sexual orientation, gender identity, pregnancy or maternity status and any disability. Ensure that they are approachable and that their conduct towards colleagues is open and honest, dealing with differences in opinion, in ways which avoid offence.
- Take responsibility for the safeguarding and protection of children and young people and vulnerable adults very seriously, as does The Trust. The Trust works with adult and children's social care to ensure that the integrated service has systems in place to equip staff with the knowledge and skills to recognise abuse, and take action to safeguard and protect vulnerable adults and children and young people. It is expected that all staff familiarise themselves with the appropriate structures and policies and with the Sussex child protection and safeguarding procedures and the Sussex multi-agency policy and procedures for safeguarding vulnerable adults and undertake the relevant essential training and further training appropriate to their role.

Person Specification

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|--|---|--|---------------------|
| Job title: | Domestic Assistant | | |
| Directorate: | Estates & Facilities | | |
| Department: | Facilities | | |
| Pay band: | 2 | | |
| | Essential | Desirable | Evidenced by |
| A – Qualifications | | | |
| <ul style="list-style-type: none"> ▪ Basic Food Hygiene Certificate ▪ General education to GCSE level or equivalent | | <ul style="list-style-type: none"> ✓ ✓ | A / C |
| B – Knowledge/Experience | | | |
| <ul style="list-style-type: none"> ▪ Has worked in a customer focused environment ▪ Experience of working as part of a team ▪ Previous experience of cleaning equipment ▪ Previous experience of Mental Health/NHS | <ul style="list-style-type: none"> ✓ ✓ | <ul style="list-style-type: none"> ✓ ✓ | A / I |
| C – Skills – for example | | | |
| Communication/Relationship skills: <ul style="list-style-type: none"> ▪ Good interpersonal skills, with the ability to communicate with a range of people including patients and staff | <ul style="list-style-type: none"> ✓ | | A / I |
| Analytical & Judgement skills: <ul style="list-style-type: none"> ▪ Able to complete paperwork as instructed to Trust requirements and standards. | <ul style="list-style-type: none"> ✓ | | A / I |
| Planning & Organisational skills: <ul style="list-style-type: none"> ▪ Able to follow work schedules with minimal day to day supervision after initial training | <ul style="list-style-type: none"> ✓ | | A / I |
| Resources: <ul style="list-style-type: none"> ▪ Able to complete internal requisitions and submit to Supervisor | <ul style="list-style-type: none"> ✓ | | A / I |
| Physical skills: <ul style="list-style-type: none"> ▪ Able to use a variety of cleaning machines ▪ Able to move light furniture as part of cleaning duties ▪ Able to carry out manual handling tasks on a regular basis | <ul style="list-style-type: none"> ✓ ✓ ✓ | | A / I |
| <ul style="list-style-type: none"> ▪ Abilities | | | |
| Mental Effort: <ul style="list-style-type: none"> ▪ Able to identify most pressing tasks within scope of normal work schedule ▪ Able to identify and maintain highest levels of cleaning standards at all times ▪ Flexible and adaptable to changing circumstances | <ul style="list-style-type: none"> ✓ ✓ ✓ | | A / I |

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| <p>Emotional Effort:</p> <ul style="list-style-type: none"> ▪ Able to deal with occasional distressing or emotional circumstances ▪ Able to reflect on own performance and identify training needs with supervisor. | ✓ | ✓ | A / I |
| <p>Working Conditions:</p> <ul style="list-style-type: none"> ▪ Able to work in dirty and frequently unpleasant conditions ▪ Able to work in fluctuating temperatures, consistent with usual kitchen environments on a daily basis | ✓ | ✓ | A / I |
| <p>D – Approach/Values:</p> | | | |
| <ul style="list-style-type: none"> ▪ Demonstrate support for the values and beliefs of the Care Group and those of the Trust | ✓ | | I |
| <ul style="list-style-type: none"> ▪ Demonstrate an understanding of the practices of Human Rights in the delivery of this role | ✓ | | I |
| <ul style="list-style-type: none"> ▪ Team working | ✓ | | I |
| <ul style="list-style-type: none"> ▪ Ability to travel across sites | ✓ | | I |
| <ul style="list-style-type: none"> ▪ Punctual and flexible across hours of work when required | ✓ | | I |

To be evidenced by key: A – Application C - Certificate I – Interview T - Test

Approved by:

Name

Post holder

Approved

Manager **Date**