



JOB DESCRIPTION - DOMESTIC / LAUNDRY ASSISTANT

REPORTS TO: Housekeeper

KEY OBJECTIVES:

- To carry out the necessary cleaning and housekeeping duties to ensure that the home remains clean and tidy at all times.
- To maintain a high standard of cleanliness and hygiene throughout the home at all times.
- To provide an efficient laundry service to residents and the home.
- To adhere to Company health & safety policies to ensure compliance with the Control of Substances Hazardous to Health (COSHH).
- To take part in any associated training activities in order that you have the skills and knowledge to carry out your role in an effective and safe manner.

KEY ACCOUNTABLES:

- To ensure designated areas within the care home are hygienically cleaned to the highest standard at all times and that all housekeeping duties are carried out in an efficient and timely manner.
- To ensure residents' bedrooms are kept clean and tidy, with beds made, taking into consideration their individual needs.
- To ensure that the kitchen area is thoroughly cleaned including laying and cleaning tables, washing up and ensuring that food preparation areas are hygienically cleaned and maintained.
- To carry-out all laundry duties including ironing, folding and storing residents' clothing.
- To follow universal precautions with particular regard to effective hand washing to maintain good infection control
- To operate all powered equipment in a safe and efficient manner
- To support the home manager, housekeeper and other domestic staff as and when required
- To assist in creating a supportive, homely and safe environment for all residents and other members of staff.
- To assist with any other housekeeping duties as directed by the Housekeeper or Home management team as and when required.
- To ensure residents' and emotional and social well-being is maintained by actively communicating and listening to them, promoting their independence at all times.
- To ensure all documentation relating to residents' care is updated and maintained to the highest of standards.

- To complete mandatory training courses in good time to ensure that skills, knowledge and competency levels are maintained.
- To attend all staff meetings and staff supervision sessions as and when required.
- To comply with all job related policies, procedures, regulations, and rules including health and safety and welfare of residents and colleagues.
- It is the responsibility of every member of staff to ensure compliance with health and safety at work legislation
- It is the responsibility of every member of staff to protect themselves and others against an infection risk. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to the manager. All staff undertaking patient care activities should attend infection control training and updates as required by this organisation.
- It is the personal responsibility of all staff to act in accordance with 'Care Act 2014 and Safeguarding of Vulnerable Adults (Sova)'/ 'The Nursing Homes Regulations (Northern Ireland) 2005 and The Residential Care Homes Regulations (Northern Ireland) and Associated Minimum Standards' and all other associated legislation.
- To undertake any other duties, that may arise from time to time.
- To respect at all times the confidential nature of the Home's work.
- To work in accordance with the General Social Care Councils Code of Practice for Social Care Workers.

I....., accept and agree to be bound by the objectives and accountabilities of the job descriptions as set out above.

Name	
Signature	
Date	

PERSON SPECIFICATION
DOMESTIC/LAUNDRY ASSISTANT

		ESSENTIAL	DESIRABLE	ASSESSED BY
EDUCATION	- Level 2 QCF in Cleaning - Basic Food Hygiene Cert - Safe Moving/ Handling training		D D D	Documents and Certificates
EXPERIENCE	- Housekeeping experience - Experience of working in a care setting - Experience of working with older people		D D D	Interview/ References Interviews/ References
KNOWLEDGE	- COSHH Regulations - Knowledge of the Care Act 2014 - Understand the need for confidentiality - Understand of safeguarding issues	E	D D D	Interview
SKILLS/ COMPETENCIES	COMMUNICATION - Good Communication skills - Active Listening - Ability to engage with residents PERSONAL DEVELOPMENT - Prepared and able to achieve Level 2 QCF - Committed to continuous professional development SERVICE DELIVERY - Committed to the delivery of excellence - Excellent cleaning skills - Excellent laundry and ironing skills - Promoting and encouraging resident independence - Respectful and caring - Ability to assist with moving and handling of equipment as required	E E E E E E E E E E E		Interview Interview Test Interview Interview Interview Interview Interview Test Interview
BEHAVIOURS	Honest	E		Interview

	• Approachable	E		Interview
	• Flexible	E		Interview

In accordance with the Equality Act 2010 and the Disability Discrimination Act 1995 (Amended) & Regulations (Northern Ireland) 2004 - reasonable adjustments will be made to the above requirements to accommodate a suitable candidate with a disability