

<p>Fairways Duncreggan Ltd Duncreggan Residential Home Job Description</p>	<p>JD:06 Issue:2 Date:02.02.2019 Page: 1 of 1</p>
<p>Title: Domestic Assistant</p>	

Base: Duncreggan

Accountable To: The Manager

Reports to: Senior Staff

Basic Duties:

To work as part of a team in Fairways Duncreggan and be responsible for maintaining high standards of cleanliness throughout the Home.

Duties:

1. To clean in accordance with the scheduled tasks of the day in all areas of the Home
2. To adhere to and maintain COSHH regulations using appropriate cleaning materials as outlined
3. To clean sanitary and other equipment, with particular attention to infection control guidance
4. To report any faulty equipment, fixtures or fittings that require maintenance or cannot be kept to standard through normal cleaning procedures
5. To adhere to infection control policies and procedures at all times
6. Maintain adequate stock of cleaning materials and ensure proper storage of same
7. Laundering of bedding, towels and residents personal clothing. Distribute residents personal clothing to their rooms
8. Respect resident's privacy at all times, confirm that residents are happy for you to complete cleaning tasks within their personal space
9. Maintain records concerning household duties
10. To work as a team with those staff on duty and communicate between each other
11. Reporting to the senior staff on duty untoward incidents, e.g. falls, accidents, incidents and complaints
12. To attend staff meeting, supervision and training as required
13. Adhere to policies and procedures set out for the Home

This job description is subject to review and can be updated as necessary