



Role Profile

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| Job Title: Domestic Assistant | Grade/ Level: J | Post Number: SO3545 |
| Directorate: Adult Social Care | Job Family: Social & Caring | Date Prepared: 1 May 2008 |

Role reports to (Job Title): **Senior Officer on Duty**

Job Purpose:

The Domestic Assistant will be responsible for the cleaning service throughout the unit. They will ensure that the unit is kept clean and tidy, working as part of the team, which promotes the rights, fulfilments, independence, and dignity of the service users.

Key Accountabilities:

1. To clean windows, bedrooms, lounges, kitchens, dining rooms, toilets, bathrooms etc. by using the appropriate cleaning materials.
2. To ensure that equipment used is safe and in accordance with COSHH, Health and Hygiene Regulations and to report any defects with machinery and equipments reported to the management team.
3. To ensure that equipment used is safely stored and cleaning materials used is clearly labelled of its contents.
4. To take responsibility of their own health and safety. To wear protective clothing in accordance with COSHH, Health and Hygiene Regulations.
5. Wash bedding and clothing by use of washing machines and drying machines.
6. Participate in services to service users, such as bed making, cleaning commodes and assisting at meal times.
7. Maintain a professional manner with users of the service, respecting their rights to choices, dignity, privacy and confidentiality at all times.
8. To work within a seven-day rota and to work flexible hours.

Supplementary Accountabilities:

1. To participate in staff meetings/briefings.
2. To attend training courses to improve and broaden knowledge and skills base to keep up to date with current issues.
3. Participate in staff supervision and appraisal.
4. Participate in quality assurance systems.
5. All duties carried out to comply with Swindon Borough Council Policies and Procedures.

Job Scope: Number and type of jobs managed:

Job Scope: *Direct responsibility for financial resources and / or physical assets*

Typical tasks supervised/allocated to others:

Budget:

Assets:

Knowledge and Experience:

Experience of cleaning tasks and materials to be used
Having an understanding of the service users and their needs.

Decision Making:

To be able to work on ones own initiative and capabilities
To acknowledge team responsibilities

Contacts and Relationships:

Maintain good communication with all service users, passing on any relevant information or concerns to the care team.
To pass on any relevant information or concerns regarding the service user to the care staff.

Creativity and Innovation:**Job Specific Competencies:**

To be flexible to do tasks outside of normal duties after consultation

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, "is what I am doing in the best interests of Swindon and its people?"

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

In accordance with the provisions of the Health & Safety at work Act 1974 and the Management of Health & Safety at Work regulations 1999 you must take reasonable care so as not to endanger yourself or other

persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instruction given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: