



Job profile

Domestic

Grade B

Group: Care, Wellbeing and Learning

Service: Adult Provider Services

Location: Shadon House

Line Manager: Manager

Car User Status: N/A

Job Purpose

To ensure the cleanliness of the centre.

The key roles of this post will include:

1. To operate as a domestic worker in Eastwood Promoting Independence Centre.
2. To carry out domestic duties within the centre and grounds as directed, ensuring that the centre is kept clean and presentable at all times.
3. To work with the manager to ensure cleaning materials are ordered, stock checked on a regular basis and stored safely.
4. To ensure that all cleaning equipment is maintained and cleaned regularly ensuring that health and safety regulations are followed.
5. To communicate effectively with colleagues and service users (where appropriate) in order to share knowledge; seek advice and co-ordinate service delivery.
6. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Domestic Duties.
- Health & Safety practice.
- COSHH Regulations.
- Quality systems appropriate to their role

Experience

- Working as part of a team.
- Working on own initiative.
- Communicate effectively

Desirable:

Knowledge

- Meeting work schedules
- Stock control & order systems

Experience

- Working with Older People.
- Working in a care setting.



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences