



Job profile

Domestic

Grade B

Group: Children, Adults and Families

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 Shadon House.
2. To carry out domestic duties within the centre and grounds as directed, ensuring that the centre is always kept clean and presentable.
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 of:

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

Experience of:

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

Desirable:

Knowledge of:

- Meeting work schedules
- Stock control & order systems
- Infection control and prevention.

Experience of:

- 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