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| **Job Description** |
| **Post title** | Caretaker and Domestic Support |
| **JE Reference No** | N11086 |
| **Grade** | 3 |
| **Service** | Adult and Health Services, Adult Care |
| **Service Area** | County Durham Care and Support – Hawthorn House |
| **Reporting to** | Senior Home Support Worker |
| **Location** | Your normal place of work will be Hawthorn House, but you may be required to work at any Council workplace within County Durham |
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| **DBS** | This post **is** subject to an **Enhanced Disclosure** |
| **Covid-19 Vaccination** | Under the Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 in order to enter a care home, individuals must be able to demonstrate that they have received a complete course of their COVID-19 vaccination, unless exemptions apply. A complete course may refer to one or two doses of the vaccine, depending on the type of vaccine. It does not cover booster doses. Extending the policy to cover booster doses would require amending the regulations and be subject to parliamentary approval. |
| **Flexitime** | This post **is not** eligible for flexitime |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State |

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| **Description of role** |

The postholder will undertake a range of duties relating to maintaining the cleanliness, safety and security of the building. To carry out basic repairs and maintenance and to ensure all issues relating to the safety and security of the building and its grounds are acted upon swiftly and effectively.

The postholder will also be expected to provide support in the kitchen as required, which may include the preparation of simple meals.

The postholder will work a rota over a seven day period within a respite unit for people who have disabilities.

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| **Duties and responsibilities** |

* Carry out first-line repairs and maintenance, including the replacement of light bulbs as well minor plumbing repairs such as unblocking sinks and toilets, replacement of tap washers etc.
* Advise the appropriate person on site when more complex repairs and maintenance to the premises and grounds are required
* To carry out all designated health and safety checks in line with schedule and record
* To undertake all regular and infrequent tests and record outcomes
* Carry out routine inspections and complete appropriate repairs and maintenance
* Ensure the safe storage of equipment and materials
* Ensure that safe methods of work are adopted in line with Health and Safety requirements
* Undertake snow clearing and salt paths in line with winter maintenance requirements
* Ensure all outdoor areas are kept clean and tidy including ensuring drains, gullies and guttering are free flowing and clean
* To carry out the general functions specified in the cleaning schedule
* Preparation of basic meals, including for special diets, such as blending food etc. when required
* Use of food temperature probe and recording of temperatures as required
* Clean and tidy kitchen and dining area after use
* General support to ensure the safety and comfort of the people using the service

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| **Organisational responsibilities** |

**Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

**Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

**Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

**Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

**Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

**Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

**Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

**Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

**Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

**Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| Person specification: Caretaker and Domestic Support – Grade 3 |
|  | Essential | Desirable |
| Qualifications |  | Working at HeightBasic Food Hygiene CertificateObject Moving and Handling |
| Experience | Use of cleaning equipment and materialsUse of equipment to maintain a safe environment | Experience of cleaning/caretaking duties or similarExperience in building maintenance |
| Skills & Knowledge | Good communication skillsLiteracy and numeracy skillsBasic food preparationBasic DIY skillsPractical skills | Health and Safety proceduresUnderstanding of working with people who have disabilities |
| Personal Qualities | Friendly and caring approachPatienceFlexible approach to workAble to work on own initiative when requiredCommitment to the roleAttention to detailMust be willing to undertake relevant training and qualifications related to the post, including but not exclusively, Working at Height, Basic Food Hygiene, Object Moving and Handling during induction into the roleCovid-19 Vaccination - Under the Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 | If a driver, to be willing to undertake Midas training so they can drive the vehicle attached to Hawthorn House |