

## JOB DESCRIPTION

### Domestic Assistant

#### 1. JOB DETAILS

<b>Job Title:</b>	Domestic Assistant
<b>Department:</b>	Facilities
<b>Band:</b>	1
<b>Location:</b>	Combat Stress Treatment Centre
<b>Status:</b>	Bank
<b>Hours:</b>	As required
<b>Reporting to:</b>	Domestic Supervisor
<b>Line Managing:</b>	N/A

#### 2. OVERALL PURPOSE

To work as part of the domestic team to maintain a clean and hygienic environment for clients, visitors and staff.

#### 3. KEY DUTIES AND RESPONSIBILITIES

- To ensure that all areas of responsibility within the Treatment Centre are maintained to a high standard of cleanliness in line with organisational standards.
- To work to the cleaning schedules provided.
- To participate in stocktaking of cleaning equipment and materials.
- To maintain stores of household linen ensuring their cleanliness and suitability for continued use.
- To have an excellent working understanding of Health and Safety policies and procedures, ensuring that all safety precautions are observed and any hazards are reported immediately.
- To use all equipment, chemicals and detergents as directed by the Domestic Supervisor.
- To be aware of all relevant policy and procedure in relation to COSHH and to maintain high standards set by the Society.

#### 4. MANAGEMENT RESPONSIBILITIES

- To deputise for the Domestic Supervisor during periods of absence.

**5. ADMINISTRATIVE RESPONSIBILITIES**

- To keep cleaning schedules up to date and in accordance with legislation and the policies of the Society.
- To report any maintenance faults to the Domestic Supervisor or Treatment Centre Manager.
- To use Information Management and Technology effectively in accordance with the policies of the organisation.

**6. EDUCATION AND TRAINING**

- To undertake mandatory training and appropriate training identified through supervision and appraisal.
- To identify own training and developmental needs and participate in a personal development plan to meet identified needs.

**7. RESEARCH, AUDIT AND SERVICE EVALUATION**

- To ensure compliance with the essential standards of the Care Quality Commission/Care Inspectorate within responsible areas.

**8. PROFESSIONAL RESPONSIBILITIES**

- To maintain the confidentiality of all client data in line with organisational policy and the Data Protection Act 1998.
- To represent Combat Stress in a professional manner at all times.

**9. GENERAL RESPONSIBILITIES**

- To fully understand and adhere to the policies and procedures of the Society.
- To work in a flexible and responsive way to meet the changing needs of the service users and demands of the service.
- To promote equality, diversity and the rights of the service users.
- To follow safeguarding procedures to minimise risk of harm to children or vulnerable adults.
- To contribute to the maintenance of a healthy and safe working environment by adhering to health and safety organisational policies.
- To complete incident reporting in accordance with the policies of the organisation.

**10. RISK MANAGEMENT**

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

As an employee of Combat Stress you are required to be risk aware, readily able to identify risks faced by you and by Combat Stress in the course of your day-to-day employment. Where a new risk is identified it is to be reported through your line manager.

We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

Signature – Job Holder

Date

Signature – Line Manager

Date

**Reviewed: September 2014**

**Next Review Date: September 2015**