

Country View Nursing Home

“Comfort and Care for All”

Nursing & Reception 01536 - 484692

Administration Tel & Fax 01536 - 518288

Job title	Domestic Assistant
Department/Section	Ancillary Team
Main purposes of job	<p>A vital part of the Ancillary Team that supports our residents' needs and supports the Nursing and Care Team</p> <p>To provide a clean environment for our residents and staff, providing a high-quality service and high standards of cleanliness ensuring compliance with infection control procedures</p> <p>Maintain skills and knowledge, ensuring that service is delivered according to latest guidelines and best practice</p> <p>Deliver a warm and friendly service to residents and their relatives, promoting the professional image of the service through excellent communication, appropriate behaviour, and professional appearance</p>
Key tasks	<p>A varied role, however, the main duties include</p> <ul style="list-style-type: none">- Carry out all cleaning duties as directed by the Home Manager to the required company standards in all areas of the Nursing Home- Ensure that daily, weekly, monthly deep cleaning schedules are adhered to- Maintain a high standard of hygiene- Ensure that all cleaning equipment is correctly and safely used and kept in a safe condition. Report any defects to the Home Manager- Carry out any other reasonable instructions of the Home Manager- To be sensitive to the privacy and individual needs of the residents- To comply with COSHH regulations- To always adhere to infection control policies- To ensure the correct use of PPE- To follow the correct use of colour code systems within the home- To ensure all necessary documentation is completed daily- To ensure trolleys are restocked and the end of the shift and cleaning cupboards are left clean and tidy



INVESTORS IN PEOPLE

Country View Nursing Home

“Comfort and Care for All”

Nursing & Reception 01536 - 484692

Administration Tel & Fax 01536 - 518288

	<ul style="list-style-type: none"> - To maintain stock levels of all cleaning equipment and products and other items as directed - Take down and launder curtains throughout the home at least twice per year in conjunction with the housekeeper - Assist staff to prepare rooms prior to a new residents' arrival ensuring that everything is ready for their arrival - Report any breakages to the person in charge of shift - Be knowledgeable about Safeguarding Vulnerable Adults Policies and Procedures - Be aware of company policies and procedures and ensure requirements are incorporated into practice - Raise any defects to the attention of the management - Act at all times within your own skills and competence
Key Role Requirements	<ul style="list-style-type: none"> - Friendly and confident - Good interpersonal skills - Understand person-centred care and demonstrate treating people as individuals and respecting choices - Flexibility - Build effective working relationships - Take responsibility for issues and resolve them - Focus on how things could be done better and sharing ideas - Empathy - Understand values of others and always providing a caring service - Sensitive to the privacy of individual residents - Committed to customer care and first-class service provision - Adaptable, friendly, polite, courteous - Ability to work alone as well as part of a team - Physically fit to undertake the role
Training & Development	<ul style="list-style-type: none"> - To attend all statutory and mandatory training as required by the Company to fulfil your duties - Take responsibility for own professional development to maintain skills and keep up to date with best practice areas relevant to the role
Reporting to	Manager – Ruth Webb



INVESTORS IN PEOPLE