

## Job Description

### Domestic

Accountable to: Registered/ Deputy Manager

Responsible for:

Below is an outline of your duties that you will be responsible for, these are not however exhaustive and there may be other comparable duties as directed by the management team. Working in a community may require you to work in alternative sites from time to time.

#### Tasks

- ⑩ Clean all studios and en-suites, corridors, dining room, lounges, rest rooms, hallways, elevators, lobby, stairways, entrance foyer, reception, salon, bathrooms, sluice, stores, porches and other work areas so that health standards are met.
- ⑩ Work to a cleaning rota, complete and keep it up to date daily
- ⑩ Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampoo-er.
- ⑩ Empty waste baskets, other trash and waste to disposal areas.
- ⑩ Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines.
- ⑩ Dust and polish furniture and equipment.
- ⑩ Keep storage areas and carts well-stocked, clean, and tidy.
- ⑩ Polish silver accessories and metalwork such as fixtures and fittings.
- ⑩ Replenish supplies such as bathroom items within the communal areas
- ⑩ Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary.
- ⑩ Report repair within the Maintenance services log book

- ⑩ Disinfect equipment and supplies, using germicides or steam-operated sterilizers
- ⑩ Move and arrange furniture, and turn mattresses.
- ⑩ Observe precautions required to protect Service User and guest property, and report damage and theft to the Duty Manager
- ⑩ Prepare rooms for meetings, and arrange decorations, media equipment, and furniture for social or business functions.
- ⑩ To implement the GSF programme within the home

## Health and Safety

- ⑩ Make yourself aware of the companies Health and Safety Policy adhering to it at all times including COSHH
- ⑩ Report any health and safety concerns to the duty manager, protecting the welfare of all visitors, staff and residents of the Care Community at all times. Including taking equipment out of action and placing notices on effected equipment.
- ⑩ To keep yourself and the other people in the community safe.
- ⑩ Maintain building security as instructed.

## Training

- ⑩ To attend all training provided to you when requested.
- ⑩ To attend all staff meetings when requested.