



**POSITION** Domestic Assistant Sutton Manor Independent Living

**LINE MANAGER** Head Warden

### **PURPOSE OF POSITION**

To ensure the private homes of the Residents and the wider independent living communal areas are effectively and efficiently maintained and are kept clean and tidy to a high standard of cleanliness.

### **PRINCIPLE RESPONSIBILITIES**

- Work to the cleaning rotas set by the Head Warden, ensuring that all cleaning tasks are carried out in a prompt and efficient manner.
- Undertake any reasonable task requested by the Resident, relevant to your role.
- Ensure all surfaces are clean and carpet stains are spot cleaned as necessary.
- Ensure that furniture, fabric and woodwork is dusted, cleaned and polished as appropriate.
- Ensure wash hand basins, baths, toilets and tiling are cleaned.
- Ensure all ledges, paintwork, floor skirting and shelving is dust free, clean & tidy.
- Ensure picture frames are clean and glass polished.
- Launder and iron all linen and Resident's personal clothing in a correct manner, taking into account label instructions. To ensure it has been stored tidily and securely and maintained with care.
- Dispose of collected rubbish and clinical waste at the end of a shift to designated areas.
- Ensure that there is a supply of liquid soap, anti-bacterial gels and paper towels at all wash hand basins and toilets in communal areas.
- Ensure equipment used is safe and to report any defects, ensuring that any unsafe equipment cannot be used by other persons until repaired. Ensure that all equipment is stored safely.
- Be mindful of any health and safety issues e.g. trailing flexes across communal corridors and wet floors. Ensure that warning signs are used and clearly visible.
- Ensure that opportunities for cross-contamination are identified, risk assessed and action taken to minimise risk.
- Undertake any other reasonable request/task as and when requested on instruction from a senior member of staff.

### **OUR BENEFITS INCLUDE**

- Long Service Awards
- Company pension scheme
- 28 days holiday pro rata (including Bank Holidays)
- Holiday allowance increases with service
- Free parking
- Free uniform



- Subsidised meals
- Free DBS
- Blue Light Discount Card
- Employee Assistance Programme

### **SHIFTS AVAILABLE**

4 x Weekday shifts 9am – 2pm, days to be agreed, can be flexible.

**PAY** £12 per hour