

**Position:** Domestic Assistant – Sutton Manor Mews

**Responsible to:** Head Warden

**Purpose of position:**

To ensure the private homes of the Service Users and the Mews environment are effectively and efficiently maintained and are kept clean and tidy to adhere to the high standards of cleanliness expected by the Amesbury Abbey Group.

**Principle responsibilities**

- Adhere 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 Service User, 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 Service User'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
- Subsidised meals
- Free DBS
- Blue Light Discount Card
- Employee Assistance Programme