

POSITION Domestic Assistant – Sutton Manor Mews

LINE MANAGER Housekeeping Supervisor

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.

PRINCIPLE RESPONSIBILITIES

- Complete preparation and clearing of the Dining Room ready for lunch/evening service to include vacuuming of the carpet as required, polishing of cutlery and glasses, laying of tables with clothes, cutlery, crockery and glassware, the service of all food and beverages to the Residents and their guests and the clearance of all plates, cutlery, glassware back to the kitchen during and after lunch has been served.
- The service of hot drinks during the morning to the Residents, families and guests.
- Ensure that all drinks items held in the kitchen are kept fully stocked.



- Be clean and tidy in appearance, uniform and sensible footwear to be worn at all times, hair to be kept tidy and if long, to be tied back.
- 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 to promote the effective day to day functioning.

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

20 hours per week, working every Monday, Tuesday, Thursday and Friday 09.00 – 14.00

PAY Weekday Basic £12.60 **Weekend Basic £13.55**