**JOB DESCRIPTION**

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| **JOB TITLE:** | Domestic |
| **REPORT TO:** | Home Manager **/** Head of Housekeeping |
| ****JOB SUMMARY****   This job description is a statement of the core duties of the Domestic, but it is not an exhaustive list. Sycamore Care Centre may revise this job description to meet the needs of the business and reserves the right to require you to perform other duties from time to time.  The Domestic will ensure all designated areas within Sycamore Care Centre are hygienically cleaned to the highest standard at all times, that all housekeeping duties are carried out in an efficient and timely manner and help to create a warm and friendly atmosphere for our Service Users. This may include working in the laundry with its associated duties. | |
| ****Duties and Responsibilities****   * Undertaking duties as assigned, working with service users/families advocates and other staff as required. * Delivering services for service users whilst ensuring choice, privacy, dignity and independence are maintained and respected. * Identifying and reporting any hazards and faults to ensure equipment is kept in working order. * Following local and legislative procedures to ensure service users’ needs are met. * **To ensure the clean and hygienic maintenance of the home.** * **To keep a high standard of appearance to contribute to the quality of care and lifestyle afforded to each care user. This is particularly applicable to each care user’s privacy and dignity and in respect of each care user’s personal possessions.** * **To be directly responsible to the Domestic Supervisor.** * **To clean all allocated rooms within the centre including furniture, fittings, fabric, carpets and equipment.** * **All staff are required to maintain confidentiality in all matters relating to their employment and to respect the requirements of current Data Protection legislation.** * **All staff must ensure they are aware of their responsibilities under current Health and Safety, Employment and Social Care legislation and must respect the company’s policies and procedures at all times.** * **Completing paperwork to a high professional standard.** * **To clean sanitary and other equipment, with particular attention to guidelines for the control of germs and infestation.** * **To report any malfunction of equipment or fittings that require maintenance or cannot be kept to standard through normal cleaning procedures.** * **To deal with the waste bags and their prescribed disposal.** * **To perform other such reasonable duties as may be required.** * To become familiar and aware with and to use correct working practice in regard to Control of Substances Hazardous to Health (COSHH). | |
| **Health & Safety**   * **Report immediately to the Home Manager, or person in charge, any illness or infectious nature or accident incurred by a Service User, colleague, self or another.** * **Understand, and ensure the implementation of, Sycamore Care Centre’s Health and Safety policy, and Emergency and Fire procedures.** * **Report to the Home Manager, or the Maintenance person, any faulty appliances, damaged furniture, equipment or any potential hazard.** * **Promote safe working practice within Sycamore Care Centre.** * **Ensure the security of Sycamore Care Centre is maintained at all times.**   **Skills/Qualifications**   * Organisational skills * Possession of a relevant Level 2 qualification, or willing to work towards * Good attention to detail * Hygiene | |

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Sycamore Care Centre reserves the right to amend this job description from time to time, according to business needs.