

Job Description

DIRECTORATE:	Social Services and Wellbeing
DEPARTMENT:	Adult Social Care / Provider Services – Support at Home / Ty Cwm Ogwr
POST:	Domestic Worker
GRADE OF POST:	Grade 1
RESPONSIBLE TO:	Residential Manager

JOB PURPOSE:

To undertake domestic duties within a Residential Home and general kitchen/domestic duties in line with current Health & Safety and Food Hygiene Regulations

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Cleaning work locations
- Operating electrical equipment and mechanical cleaning and laundry equipment.
- Cleaning of kitchen equipment and dishes.
- Preparing basic meals and snacks.
- Assisting with the serving of food, laying and clearing of tables.
- Completing appropriate paperwork where necessary
- Participating fully in the rota
- Participating in any training and development activities in order to maintain own professional development or to enhance competence within job role.
- Undertaking any duties and responsibilities commensurate with the grade of the post and participate in the regular review of the content of the job description.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Check

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification

Domestic Worker

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<p>Qualifications, Education & Training</p>	<ul style="list-style-type: none"> • A good standard of education or an ability to demonstrate competence through experience. • Basic Food Hygiene Certificate 		<p>Production of original Qualification Certificates and application form.</p>
<p>Knowledge & Experience</p>	<ul style="list-style-type: none"> • Experience of domestic duties • Experience of working with older people and awareness of the importance of maintaining client's rights: choice, dignity, confidentiality • Experience of working in small and large teams • Knowledge of Health and Safety Regulations 	<p>Yes</p>	<p>Interview, application form and selection process.</p>
<p>Skills & Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to relate with client group • Ability to communicate clearly and effectively both verbally and in writing • Ability to demonstrate good organisational skills 	<p>Yes</p>	<p>Interview, application form, and selection process.</p>

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| <ul style="list-style-type: none">• Ability to work flexibly and proactively• Ability to work within a team and on own initiative• An awareness of Health and Safety issues within the workplace• Ability to carry out safe health and safety practices• Commitment to personal development• Empathy to the needs of older people.• Ability to greet customers through the medium of Welsh | | |
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