

Prospect Private Nursing Home

Job Description

Domestic Assistant

- Job Title:** Domestic Assistant
- Qualifications:** There are no statutory qualifications for this post but an NVQ 2 is desirable.
- Accountable to:** Housekeeper, Nurse Manager.
- Reports:** Housekeeper, Nurse Manager.
- Job Purpose:** To maintain a clean and fresh environment for Individual Residents in the care setting.
- To maintain a high standard of cleanliness throughout the home.

Professional responsibilities:

Lounge and dining area to be vacuumed/mopped daily and dusted in all areas

- All chair cushions to be removed and chairs cleaned free of any food debris
- Tables to be cleaned thoroughly
- Plants and flowers to be watered and dead ones removed
- Lounge carpet to be cleaned with carpet washer when required
- Lounge to be spring cleaned as per rota

Each room to be dusted, clean ensuite facilities and mop floors, empty waste bin and hoovered on a daily basis.

Every room to be spring cleaned, as per rota, to include

- Under beds
- Behind bedside cabinets and chest of drawers
- Tops of wardrobes, pictures etc
- Inside of windows
- Skirting boards

Bathrooms and lavatories to be cleaned daily

Front porch, halls, landing passages and stairs to be cleaned and hoovered daily

Staff room and lavatory to be cleaned daily

Also

- Curtains and blinds must be checked to ensure that they are hanging correctly. If not report to housekeeper.
- Carpets to be cleaned with carpet cleaner as necessary
- Continually update oneself on current procedures through the use of literature available in the home and attend internal and external courses when requested by Nurse Manager
- Any other duties delegated from time to time by Nurse Manager in accordance with the grade
- Ensure confidentiality is maintained at all times

General Responsibilities:

To be aware and familiar with the home's policies relating to:

- COSHH control of Substances Hazardous to Health
- Health and Safety
- Infection Control
- Moving and Handling
- Fire Safety
- Protection of Vulnerable Adults

Also

- Ensures the economic use of all supplies and equipment. Maintaining all these resources in a satisfactory condition and reporting any faults/breakages
- Completes and maintains relevant paperwork
- Reports all accidents, complaints and defects in equipment to the Nurse Manager
- Ensures the safe keeping of patient's belongings and valuable in accordance with the Home policy

In addition to the above responsibilities, there are some general requirements that apply to all jobs in the Nursing Home.

- Participation in staff meetings
- Participation in training activities
- Participation in quality assurance systems

The above Job Description outlines the main tasks required to perform the role. The job holder will be expected to take a flexible approach to undertake the work of the Nursing Home and will be required to carry out any other duties as reasonably required by the Nurse Manager. The Job Description will be reviewed on an ongoing basis in accordance with the changing needs of the role and the Nursing Home.

(March 2020)