

Job Description & Person Specification



Job Title Bank Domestic	
Responsible to	Registered Home Manager
Responsible for	N/A
Department/Location	Platters Farm Lodge
Date/ Version	July 2022
Purpose of job	To support the provision of a full range of Domestic requirements of the home, including: Providing a cleaning and housekeeping service to a high standard such that the home is clean and has a healthy and welcoming environment.
Key Responsibilities	<ol style="list-style-type: none"> 1. To ensure that the home area is cleaned to the required standard so that the general appearance is good and risk of cross infection is minimised. 2. To support and encourage people who use our services to maintain their personal space in an appropriate and homely manner. 3. To support as required, all housekeeping tasks. 4. To support the aims and objectives of our Charity and play a full and active part in working so that at all times this post is providing the highest standard of care to people who use our services. 5. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.
Expectations	<ol style="list-style-type: none"> 1. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies. 2. Ensure the views and needs of our service users inform and guide your work wherever possible. 3. Adhere to professional standards and legislation in relation to CQC. 4. Adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring the Health and Safety of own and others at all times) and any other relevant law/legislation. 5. Develop positive relationships with colleagues and other key stakeholders. 6. Keep abreast of internal and external developments and respond accordingly. 7. Attend and contribute to team, departmental and other relevant internal meetings, such as training, supervision and appraisal so that at all times this post, either directly or indirectly, provides the highest standard of care to people who use our services. 8. Attend and contribute to staff training and any other training identified as appropriate for the role.

	9. Contribute to making SPF an environmentally friendly workplace.
Person Specification	
Essential Criteria	<ol style="list-style-type: none"> 1. Basic education 2. Cleaning and catering experience not necessarily gained through employment 3. Able to read and understand instructions especially the correct use of chemicals. 4. Ability to communicate with most service users 5. Willing and interested in working in a caring environment and supporting service users
Desirable Criteria	<ol style="list-style-type: none"> 1. Relevant employment experience in a care setting
Signed (Employee)	
Print Name	
Date	