

Linc Cymru – Job Description

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|---------------------|-----------------------------|----------------------------------|-------------------|
| Role Title | Domestic Assistant | Department & Location | Facilities |
| Reporting to | Domestic Team Leader | Responsible for | |

One Linc Behaviours and Practices

- At Linc, we believe in creating the right environment for people to flourish. We are passionate, taking pride in everything we do and driven by a positive, infectious attitude. This fuels our desire to work together to create environments where people can flourish and a happier, healthier Wales.
- Our passion makes us ambitious. We are curious, embracing new ideas that will provide great experiences for our customers and colleagues and always looking to find ways to challenge 'the norm'.
- Our ambition is based on listening and being respectful. We value our customers and staff and listen to and learn from them; we never create change for the sake of it but use insight to help us respond to their needs.

Role Purpose

- To assist in providing a clean, healthy and hygienic environment for Elders and staff that complies with Health & Safety and CIW standards.

Key Leadership Accountabilities

Key responsibilities and accountabilities:

Organisation-wide:

- To participate in staff meetings and in staff training where applicable to acquire the knowledge of the domestic needs of the Home.
- To report and record in the appropriate manner any information considered to be important.
- To adhere to Linc's policies and procedures.

Functional:

- To ensure that a high standard of hygiene and cleanliness is maintained throughout the Home, in line with regulations and as directed by the Home Manager.
- To ensure all equipment used is well maintained and in good working order and to report repairs to the Home Manager.
- To ensure that all rooms and common spaces are properly cleaned and maintained throughout the building.
- To maintain stock sheets of all cleaning supplies.

- To ensure the storage and use of all cleaning materials conforms to the Home's COSHH policy.
- To assist those Elders who wish to participate in the cleaning of their bedrooms.
- Undertake the cleaning of internal windows, internal glass doors and partitions subject to observance to all Health & Safety requirements.
- To clean as required areas where food and drink are prepared, excluding the main kitchen.
- Maintain a high standard of personal presentation and hygiene.
- Use only the products specifically selected for the purpose.
- Adhere to animal care plans

Person requirements

Good levels of competency and experience are required in the following:

Communication:

- Good verbal and written communication skills.

Business Management:

- Ability to work unsupervised and on own initiative.
- Committed to providing a quality service.
- Responsive to Elders individual needs.
- Team worker.

Knowledge/Qualifications:

- Understanding of and clear commitment to Health and Safety practices.
- Understanding and clear commitment to Equal Opportunities.
- Previous domestic experience within a commercial or business setting.
- Knowledge of cleaning procedures.
- Ability to undertake a full range of cleaning duties using electrical equipment.
- An understanding of the needs of the Elders.
- IT skills - Microsoft Office.

- Enhanced DBS check will be carried out for this position

- *Linc Cymru reserves the right to alter the content of this job description to reflect changes to the job or services provided, without altering the general character or level of responsibility*

- Signed Job Holder.....
Date.....

- Signed Line Manager.....
Date.....