

Kirklees Council

DIRECTORATE : ADULTS AND HEALTH

JOB TITLE : DOMESTIC ASSISTANT

GRADE : 3

PURPOSE OF JOB

To carry out cleaning duties and some physical care tasks for people with physical, visual or hearing difficulties under the direction of the Manager or senior staff member on duty. Find out more about [working for Kirklees](#).

KEY AREAS

1. Cleaning of Designated Areas
2. Service Users
3. Miscellaneous

DUTIES AND RESPONSIBILITIES

1. **Cleaning of Designated Areas**
 - 1.1 Following the direction of senior staff, carry out delegated tasks to maintain the building fabric, furniture and fittings in a clean and hygienic condition.
 - 1.2 Duties in kitchen and dining room such as assistance in meal preparation, washing up, laying and clearing tables etc.
 - 1.3 Operation of powered equipment, e.g. vacuum cleaners, floor polishers etc.
2. **Service Users**
 - 2.1 As instructed by the senior member of staff, carry out care duties in a responsive manner appropriate to the individual needs of the service user. These will include washing and bathing, care of clothing, toileting etc.

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3. Miscellaneous

- 3.1 You will be working with potentially heavy/bulky equipment and supplies, as well as working with service users who may have restricted mobility and/or challenging behaviour. As part of your role you will be required to undertake Movement and Handling training to help you assess and reduce risks to yourself, colleagues and service users.
- 3.2 Report any incidents and difficulties to senior staff.
- 3.3 Attend staff meetings, training sessions, etc. as required.
- 3.4 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the jobholder's supervisor from time to time, in consultation with the jobholder.
- 3.5 You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.
- 3.6 As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please see your responsibilities related to [safeguarding](#).

RESPONSIBLE TO: MANAGER

RESPONSIBLE FOR: N/A

Reference No	RDO016
Created	
Graded	
Prepared By/Amended By	
Amended On	12 August 2015

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PERSON CHECKLIST

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours. These will be tested as part of the selection process.

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at level 1. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

For Recruitment Purposes: In order to be shortlisted you will need to demonstrate the following skills, abilities and experience on your application:

Specific requirements for this job
▪ An understanding of the differing physical and emotional needs pertaining to the specific user group.
▪ Ability to demonstrate an organised approach to domestic tasks.
▪ Ability to demonstrate literacy skills to read and follow instructions.
▪ Understanding of practical hygiene issues and health and safety issues relating to the kitchen environment and other areas.
▪ Understanding of equality issues and how they relate to service delivery.
▪ Ability to operate basic equipment safely.
▪ Ability to participate in handicrafts and leisure activities and encourage residents' involvement.
▪ Possession of NVQ2 in care or willing to undergo this training.
▪ Willingness to continue further training and personal development.
▪ Ability to work flexibly; working shifts including evenings, weekends and public holidays.
▪ You will be working with potentially heavy/bulky equipment and supplies, as well as working with service users who may have restricted mobility and/or challenging behaviour. Following an offer of appointment you will be required to undertake a standard medical screening and any other medical screening as determined by the Occupational Health Unit appropriate to occupational risk.
▪ Willingness to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

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