

Job Description

Domestic Worker

| | | | |
|--------------|----------------------|------|---------------|
| Reporting to | Depending on Service | Date | December 2013 |
|--------------|----------------------|------|---------------|

Key Responsibilities:

MacIntyre considers the position of **Domestic Worker** to be one of considerable responsibility and confidentiality. The post holder will be expected to show judgement and initiative at a level which is commensurate with this expectation.

You will be required to maintain a consistently high standard of cleanliness and hygiene in all areas of responsibility within the service.

As a **Domestic Worker** you will have the responsibility of upholding the Statement of Values in all aspects of your work and promoting a positive image of MacIntyre and its provision.

Core Tasks:

Accountability to the people we support

1. To work in accordance with MacIntyre's values as explained in The Commitments
2. To ensure that people we support are treated with respect, dignity and equality.
3. To be personally responsible for the standard and quality of your practice.
4. To safeguard and promote the welfare of the people we support.
5. To assist in the development of risk assessments to ensure that each person is supported through a positive approach to risk management.
6. To maintain the confidentiality of information.
7. To adhere to MacIntyre's policies and procedures.

Accountability to yourself

1. To be responsible for your own personal and professional development and undertaking learning and development activities as required.
2. To participate in regular supervision sessions and annual appraisals.
3. To work in accordance with relevant codes of practice and governing legislation.
4. To be aware of your responsibilities in accordance with the Health and Safety at Work Act.

Main Tasks:

1. Daily cleaning of all areas including floors, surfaces, sinks and other equipment as appropriate to those areas.
2. Daily cleaning of toilets, shower rooms, bathrooms, corridors and changing areas, including disposal of waste to appropriate bin areas on site.
3. To carry out general housekeeping duties as relevant e.g. laundry of resources and linen from accommodation as required.
4. Daily cleaning of all office and reception areas.

This job description is current as at August 2013. In consultation with you it is liable to variation by MacIntyre to reflect actual, contemplated or proposed changes in or to your job.

Person Specification: Domestic Worker

| | |
|--|--|
| Abilities and Skills | <ul style="list-style-type: none"> • Ability to manage resources effectively. • Ability to produce clear records. • Ability to work unsupervised and organise own schedule. • Ability to work with people at all levels. • Ability to use discretion in all areas of your work. |
| Education, Knowledge and Experience | <ul style="list-style-type: none"> • Knowledge of relevant policies and statutory legislation e.g. Health and Safety. |
| Personal Characteristics | <ul style="list-style-type: none"> • Reliable. • Good general health and level of fitness. • Considerate and calm approach. • Methodical and thorough approach to duties. • A commitment to high service delivery for the people we support. • A commitment to the implementation of MacIntyre's Equal Opportunities Policy. |
| Service Specific Essential Criteria | <ul style="list-style-type: none"> • Demonstrative relevant experience which makes you suitable for this role. • Willingness to work in a variety of setting and locations as necessary. • Ability to participate in a flexible style of working (with particular reference to providing staff cover). |