



PILGRIMS HOSPICES – JOB DESCRIPTION

Domestic Assistant

MAIN PURPOSE AND SCOPE OF THE JOB:

The role of the Domestic Assistant is to work as part of the Domestic Team under the direction of the Domestic Supervisor.

POSITION IN ORGANISATION

Reports to: Domestic Supervisor

Responsible for: None

DUTIES AND KEY RESPONSIBILITIES

- Ensure all cleaning duties are completed as directed by the Hospice Service Manager and supervised by the Domestic Supervisor
- Emptying waste receptacles and safely disposing of waste products including specialist waste.
- Replenishment washroom supplies
- To record the completion of duties on cleaning schedules as required including the flushing of showers and spa baths
- Reporting of defects and damage as discovered during duties
- Fulfilling any additional tasks or duties as directed by the Domestic Supervisor
- To maintain high standards of cleaning to infection control standards
- To participate in the cleaning inspection
- To attend and participate in team meetings
- To complete all necessary training including E-learning and personal development

GENERAL RESPONSIBILITIES

Corporate Governance –

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct.

Post holders are expected to be familiar with and comply with all policies and procedures published by Pilgrims Hospices in East Kent.

Health and Safety –

Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work.

Flexibility –

The post holder is expected to work flexibly to be able to meet the challenges and opportunities of working within Pilgrims Hospices in East Kent.

This Job Description is not exhaustive. This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time. The post holder will be required to undertake any other duties that may be required by the Line Manager, commensurate with the level of the post.

Date reviewed:

2019

PILGRIMS HOSPICES – PERSON SPECIFICATION

Domestic Assistant

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

	CRITERIA	Criteria Tested At		
		Application	Interview	Essential?
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a healthcare environment • Experience working as a domestic assistant or similar role 	✓ ✓	✓ ✓	
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Able to work quickly and efficiently with minimal supervision • A good standard of verbal communication • Able to work well as part of a team 	✓	✓ ✓ ✓	✓ ✓ ✓
KNOWLEDGE	<ul style="list-style-type: none"> • An understanding of domestic duties in a clinical environment 	✓	✓	
QUALIFICATION/ TRAINING	<ul style="list-style-type: none"> • COSHH 			
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Must be able to work flexibly, including evening and weekend working as part of a 365 day per year service 	✓	✓	✓

Date Reviewed: 2019