

Isle of Wight Council

Job Description



Identifying Facts

Title of Post: Domestic/Laundry/Day Support

Directorate: Community Wellbeing and Social Care

Post No: 45000306

Section: Community Services

Date: May 2012

Responsible to: Officer in Charge

Job Purpose

The postholder is primarily responsible for carrying out general cleaning duties within the Home, in addition the postholder will be required to assist the Day Support Team providing for the physical needs of the client.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed
3. Responsible for ensuring compliance with instructions issued by the Officer in Charge on the care and use of cleaning equipment.
4. Responsible for ensuring the cleanliness of the Home in accordance with the specified methods and frequency issued by the Officer in Charge.
5. Responsible for maintaining appropriate stock levels of all cleaning products and compiling orders for admin when needed.
6. To rotate in team, the cleaning of Sheltered Housing Complex.
7. To deliver a high standard of laundry to clients staying within the establishment ensuring that items are collected, logged and delivered back to the appropriate rooms.
8. Provide a high standard of laundry for day-care clients wishing to use the service ensuring laundry is ready to take home the same day.
9. To assist the Day Support Team as and when necessary, duties will include lifting of the client, washing and dressing the client, providing general assistance when dealing with incontinence
10. To escort day-care clients to and from the transport in a safe manner.
11. To assist the Cook in Charge as and when necessary with the preparation of meals, duties will include washing up of kitchen utensils and crockery, basic preparation of food and beverages and serving meals.

12. To be familiar with the procedures to be followed in the event of a fire alarm and to be agreeable to attend the home occasionally to take part in fire drills for which the appropriate payments will be made.
13. Report to the Officer in Charge all incidents including accidents whether they are to the residents or staff during the period of duty.
14. As a member of the establishment support team, to socialise and befriend residents as part of normal duties and give assistance to residents in difficulties, when required.

Council responsibilities

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices. All employees have a responsibility to familiarise themselves with the council's safeguarding procedures and to undertake appropriate training.

Diversity and Equality - All employees are expected to treat others with Dignity and respect embracing diversity and adhere to the council's Diversity & Equality Policy.

Health and Safety - The Isle of Wight Council has a duty to protect employees from harm as far as is reasonably practicable and all employees have a duty to protect themselves and others from harm. All employees are expected to familiarise themselves with the Council's Health and Safety Policies and undertake relevant training to ensure compliance with Health & Safety requirements.

Data Quality – All employees are required to comply with the Council's Data Quality Strategy and ensure that any information or data collected or input in to a council system complies with the standards set out in the strategy and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.