

	Job Title:	Domestic Assistant
	Reporting to:	Registered/Service Manager

JOB DESCRIPTION - KEY RESPONSIBILITIES

Summary of Role

The role of the Domestic Assistant is assist the Domestic team to maintain a clean, tidy and safe environment for the clients, staff and visitors at The Northam Care Trust and its properties, and to process to the highest standard all laundry as required.

Main Responsibilities

- Carry out cleaning routines and ancillary duties, as specified by the Registered/Service Manager.
- Regularly and efficiently process laundry and prevent an unnecessary build-up of clothing and linen.
- Inform the Registered/Service Manager of materials and equipment needed to perform your duties.
- Ensure that soiled and infectious laundry items are processed safely.
- Keep all laundry areas and storerooms clean, hygienic and safe.
- Allocate clothing and linen to their respective storage areas.
- To use initiative and have self-motivation to ensure tasks are completed when working individually.
- Report any safety or maintenance concerns to the Registered/Service Manager.
- Undertake training as requested, including online and mandatory face to face training.
- Attend meetings as required.
- To work within the Charity's Policies and Procedures.
- To work within legal boundaries affecting the post e.g. Health and Safety at Work Act 1974 (and subsequent amendments) and all relevant legislation.
- Adhering to all COSHH guidelines.
- Adhere to our Core Values and behaviour policies and procedures.
- To monitor all work related email.

The post holder will be expected to work within the best interests of the charity at all times and there may be other duties or tasks that are not specifically covered by this job description but are commensurate with the post.

The Northam Care Trust will:

- Ensure that you are equipped with the necessary skills and knowledge you need to undertake this role.
- Provide supervision, appraisal, team meetings, training and access to career development opportunities.
- Offer additional training opportunities to enhance your career opportunities.