

JOB SUMMARY FORM

Job Title:	Domestic Assistant	
Department:	Meath Home	
Post Responsible to: / Line Manager	Domestic Team Leader and Senior Maintenance Officer	
Responsible For:	Ensuring that the Meath is cleaned to the highest standards.	
Job Purpose: To assist with the cleaning of designated areas as directed by the Domestic Supervisor.		
Principal Accountabilities (Responsibilities):		% Time
<ol style="list-style-type: none"> 1. To clean those areas of the Meath and related buildings as directed by the Domestic Supervisor as often as required and to a high standard. 2. To advise the Domestic Supervisor of any tools or materials which may be required to carry out the cleaning work. 3. To ensure that the cleaning tools and materials are safely stored in the appointed storage places when not in use. 4. To advise the Domestic Supervisor or care staff of any items observed during cleaning work which require repair or maintenance. 5. To be aware of safety requirements and to ensure that appropriate signs are used and that equipment is not left in dangerous places. 6. To be aware of the fire, accident, health and safety at work procedures and equal opportunities policy in the Home. 7. To attend any relevant training courses throughout the year. 8. To perform any other tasks as may be required for the proper performance of the job of Domestic Assistant and any other related tasks which may be assigned by the Domestic Supervisor. <p>The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. Other tasks maybe required for the proper performance of the job and any other related tasks.</p>		
Internal and External Relationships:		
Daily contact with residents and staff at the Meath.		
Liaison with external clients and parents.		
Planning and Organising:		
The post holder will need to be able to respond to the needs of the Meath as required.		

Qualifications, Knowledge and Experience:

Desirable

- Previous experience.

Skills, Abilities and Competencies:

Essential

- Ability to take responsibility.
- Ability to work independently as well as part of a team.
- Flexibility, reliability and punctuality.
- Willingness to attend and participate in relevant training to ensure that high operational and safety standards are maintained at all times.
- To be conversant with and implement Meath Trust policies and procedures.
- To be able to refer staff to the relevant policy e.g. in the event of a query, or during induction training.
- Be aware of the requirement for a high degree of confidentiality with regard to service users and staff.

Additional Information:

Wear a name badge and at all times and present a professional image.

Signatures:

Job Holder:

Date:

Line Manager:

Date: