

## Post Specification

|                                |                   |
|--------------------------------|-------------------|
| <b>Date</b>                    | <b>May 2023</b>   |
| <b>PG Number</b>               | <b>1564</b>       |
| <b>Post Title</b>              | <b>Domestic</b>   |
| <b>Job Family</b>              | <b>Operations</b> |
| <b>Job Family Role Profile</b> | <b>OP1</b>        |
| <b>Final Grade</b>             | <b>Grade 1</b>    |

To be read in conjunction with the job family role profile

| <b>Service Area description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Cumbria Care                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Purpose of this post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>To maintain a high standard of cleanliness throughout the home/service unit and it's immediate parameters.</p> <p>Adhere to the Infection Control Policy and promote good hygiene.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Key job specific accountabilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>• To clean all areas of the home/service unit to the required standard and in accordance with the programme/schedule of cleaning.</li> <li>• Undertake domestic housekeeping duties as determined by the home's schedule of cleaning and the needs of the Service User.</li> <li>• To assist in the kitchen/s as required.</li> <li>• To undertake laundry duties as required.</li> <li>• To ensure all cleaning and domestic equipment is clean and in good working order and to report any maintenance issues and faulty equipment to your Line Manager.</li> <li>• To ensure all cleaning materials are used and stored in accordance with the Control of Substances Hazardous to Health regulations (COSHH).</li> <li>• Take an active part in supervision and appraisal reviews to maximise opportunities for continuous personal development.</li> <li>• Attend training and development events as directed by your line manager and in line with Care Quality Commission (CQC) requirements.</li> <li>• Throughout all work activities, promote and demonstrate best practice in accordance with Cumbria Care Quality Assurance Procedures, to ensure compliance with Cumbria County Council and Cumbria Care Policies and Procedures and the requirements of the Care Quality Commission (CQC).</li> </ul> |

- Be alert and attentive throughout the shift in order to respond immediately to the needs of the Service User and to give appropriate support to colleagues as required.
- To remain in/at the workplace during paid Hours or until authorisation to leave has been granted by the supervisor/manager.
- Safeguard the security & welfare of Service Users by reporting and acting accordingly to any mistreatment or suspected mistreatment in line with Safeguarding Policy and the Social Care Council Code of Practice.
- Be prepared to undertake work at other Cumbria Care establishments within the locality to meet service requirements. *(Each event / situation will be considered by management as to each individual's circumstances)*
- Take an active part in staff meetings to share good practice.
- Report to Supervisor, with out delay, any faults or defects in equipment/appliances or fabric of the building.
- You are responsible for your own Health & Safety and that of other people in the course of your work and you are expected to take any necessary/appropriate action to ensure this.
- You will co-operate with your employer to ensure that Health and Safety requirements are fully met.
- To undertake other duties and responsibilities appropriate to the role and as identified by your Line Manager/Supervisor.

**Please note annual targets will be discussed during the appraisal process**

#### **Key facts and figures of the post**

|                                          |   |
|------------------------------------------|---|
| <b>Budget Responsibilities</b>           | • |
| <b>Staff Management Responsibilities</b> | • |
| <b>Other</b>                             | • |

#### **Essential Criteria - Qualifications, knowledge, experience and expertise**

|                           | <b>ESSENTIAL</b>                                                                                                                                                                                                  | <b>DESIRABLE</b>                                                                                                                                                                                                                                                        |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications / Training | <ul style="list-style-type: none"> <li>▪ Willingness to attend training as directed by your Line Manager.</li> </ul>                                                                                              | <ul style="list-style-type: none"> <li>▪ Knowledge of COSHH requirements</li> <li>▪ Health &amp; Safety in the work place</li> </ul>                                                                                                                                    |
| Knowledge                 | <ul style="list-style-type: none"> <li>▪ An awareness of Safe Working Practices.</li> </ul>                                                                                                                       | <ul style="list-style-type: none"> <li>▪ An understanding of environmental Hygiene &amp; Cleanliness.</li> </ul>                                                                                                                                                        |
| Relevant experience       | <ul style="list-style-type: none"> <li>▪ Ability to follow planned programmes of cleaning.</li> </ul>                                                                                                             | <ul style="list-style-type: none"> <li>▪ Experience in working in formal / cleaning setting.</li> </ul>                                                                                                                                                                 |
| Skills and abilities      | <ul style="list-style-type: none"> <li>▪ Verbal and written communication skills</li> <li>▪ To be friendly, polite and helpful to all service users, colleagues, visitors and attending professionals.</li> </ul> | <ul style="list-style-type: none"> <li>▪ An understanding of the needs and lifestyle of service users.</li> <li>▪ A knowledge and understanding of the needs of Older People with mental frailty due to Alzheimer's disease and other dementia type illness.</li> </ul> |

|                        |                                                                                                                                                                              |  |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                        | <ul style="list-style-type: none"> <li>▪ To contribute to effective team working, to develop and continually improve service.</li> </ul>                                     |  |
| Personal Circumstances | <ul style="list-style-type: none"> <li>▪ To demonstrate a willingness to be flexible to meet the changing needs of service users, customers and the business unit</li> </ul> |  |

#### Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
  - DBS Enhanced - no barred list

#### Job working circumstances

|                    |                                                     |
|--------------------|-----------------------------------------------------|
| Emotional Demands  | <ul style="list-style-type: none"> <li>•</li> </ul> |
| Physical Demands   | <ul style="list-style-type: none"> <li>•</li> </ul> |
| Working Conditions | <ul style="list-style-type: none"> <li>•</li> </ul> |

#### Other Factors

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