

# Post Specification

## Post Specification - Key Information

- **Post Title: Domestic Older Adults**
- **Date: April 2023**
- **Post Group Number: 6894**
- **Job Family: Operations**
- **Job Family Role Profile: OP1**
- **Final Grade: 1 (1 inc. JWCs)**

To be read in conjunction with the job family role profile.

## Service Area Description

Older Adults Residential Care, Cumbria Care, Provider Services

## Purpose of this Post

To take pride in maintaining a high standard of cleanliness throughout the home.  
Adhere to the Infection Control Policy and promote good hygiene.  
Be a key member in the homes' team contributing to the quality of life of the home residents.

## Key Job Specific Accountabilities

This job and this description is a guide to the level and range of responsibilities the post holder will be expected to undertake initially and it is neither exhaustive nor inclusive and is subject to review periodically to meet changing circumstances and demands.

1. Undertake domestic housekeeping duties as determined by the home's schedule of cleaning and the needs of the Service User.
2. To assist in the kitchen/s and undertake laundry duties as required.
3. 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.
4. To ensure all cleaning materials are used and stored in accordance with the Control of Substances Hazardous to Health regulations (COSHH).
5. 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).
6. 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.
7. Report to Supervisor, without 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.

*Please note: Annual targets will be discussed during the appraisal process.*

## Key Facts and Figures of the Post

**Budget Responsibilities:** N/A

**Staff Management Responsibilities:** N/A

**Other:**

- Take an active part in supervision and appraisal reviews to maximise opportunities for continuous personal development.
- Take an active part in staff meetings to share good practice.

## Essential Criteria – Qualifications, knowledge, experience and expertise

- Willingness to attend training as directed by your Line Manager.
- An awareness of Safe Working Practices.
- Verbal and written communication skills
- To be friendly, polite and helpful to all service users, colleagues, visitors and attending professionals.
- To contribute to effective team working, to develop and continually improve service.

## 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:** Minimal Exposure
- **Physical Demands:** Considerable Effort Required
- **Working Conditions:** Some disagreeable, unpleasant hazards and considerable adverse exposure
- **Other Factors:** (Any other relevant factors)

## Other Factors:

- You will be required to work at weekends and undertake shifts.
- Undertake work at other Cumbria Care establishments within the district/locality to meet service requirements. (Each event / situation will be considered by management as to each individual's circumstances)
- Attend training and development events as directed by your line manager and in line with Care Quality Commission (CQC) requirements.