

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | General Assistant |
| HBC Grade: | HBC 1 |
| Service: | Care Homes |
| Division: | Care Homes |

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| **Main Purpose of the Role** |
| Assist as a member of a team, in maintaining agreed standards of hygiene and cleanliness within the establishment and to provide the maximum quality of life for service users. |

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| **Key Duties** | |
| **1** | Tidy, clean and polish furniture, fittings and fabric of the establishments to the agreed standards and frequencies laid down in the schedule for the establishment. |
| **2** | Assist in maintaining agreed standards of hygiene as stated in Departmental procedures and as defined under current legislation. |
| **3** | Assist in the preparation of meals, washing and cleaning of utensils, crockery and kitchen equipment |
| **4** | Assist in the laundry, sorting clothes for washing, using washing machine and dryer, hand washing, ironing and distributing clean washing. |
| **5** | Adhere to infection control procedures and follow appropriate protocols with regard to use of equipment / protective clothing |
| **6** | Enable service users to achieve their potential independence by undertaking simple tasks of personal care at a level agreed with the Practice Manager |
| **7** | Abide by the objectives and targets of the Council and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records. |
| **8** | Fulfil personal requirements, where appropriate, with regard to the Council’s policies and procedures, particularly in respect of health and safety, emergency evacuation, security, equal opportunities, customer care, work standards and promotion of the Council’s Core Values. |
| **9** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
|  | NVQ in Cleaning and Support Services | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience of domestic work | Knowledge of Health and Safety | Communication skills | Application / Interview /Assessment |
|  |  | Awareness of the needs of older people | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
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|  |  |  | Application / Interview /Assessment |
| **DESIRABLE** | Experience of working in a residential setting | Knowledge of Safer Handling | Ability to work as part of a team | Application / Interview /Assessment |
| Experience of working with older people | Knowledge of COSHH regulations |  | Application / Interview /Assessment |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Able to work weekends and bank holidays |  | Interview / Assessment / Documentation |
| Able to work additional shifts |  | Interview / Assessment / Documentation |
| You will be required to demonstrate that you have been vaccinated against COVID-19 or medically exempt from vaccination |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.