



## **Mead Medical Services Ltd**

### **Job Description**

**JOB TITLE :** Domestic/Laundry Assistant

**REPORTS TO:** Domestic Supervisor/Home Manager

**JOB PURPOSE:** As a domestic assistant, to work as part of a team to maintain high standards of cleanliness and hygiene within the Home, whilst ensuring a safe, comfortable environment at all times.

As a laundry assistant, to work as part of a team to maintain high standards of cleanliness of linen, towels and service user's personal clothing, ensuring an adequate supply of these items at all times.

#### **Qualifications and skills:**

- ❖ Experience in cleaning preferable
- ❖ Good communication skills
- ❖ Satisfactory police check and satisfactory check against the relevant registers within the PVG Scheme
- ❖ Team player

#### **Main Responsibilities:**

##### Cleaning

1. Carry out daily, weekly and monthly cleaning duties in Service User's rooms and communal areas to a high standard that meets the expectation of the Service Users and management. These duties include:
  - emptying and wiping waste bins
  - vacuum carpets, wash vinyl floors and shampoo carpets
  - clean toilets, taps and sinks, showers and baths

- dust and polish furniture (remembering to move mobile furniture to dust behind/underneath as necessary), skirting boards and window sills, handrails, radiators, curtain rails, pictures, light bulbs and light fittings
- 2. Restock toiletries, soap, towels etc as and when required.
- 3. All other cleaning duties as required by the Housekeeper or Home Manager.

### Laundry

1. Ensure that Service User's personal laundry is sorted, washed, dried and ironed appropriately and stored in laundry or returned to the Service User's room.
2. Keep clean and dirty linen separate within the laundry area
3. Ensure that the Home's linen is sorted, washed, dried and ironed appropriately and returned to the linen cupboard or kitchen.
4. Maintain Service User's clothing by performing minor repairs and to log unnamed and damaged clothing.
5. Ensure that washing and drying machines are kept clean, including cleaning filters in tumble driers.
6. Ensure that the laundry is kept clean and tidy.

### Training and Development

1. Attend mandatory training as required
2. Maintain professional knowledge and competence

### Health and Safety

1. Adhere to the Home's waste disposal policy
2. Observe Mead Medical Service's Health and Safety Policy and be aware of your personal responsibilities for health and safety and to keep to safe working practices at all times.
3. Ensure that all the fire regulation policies and procedures of Mead Medical Services Ltd are adhered to and complied with.
4. Report and faulty appliances, damaged furniture or equipment to the Home Manager and Handyperson
5. Report immediately to the home manager, person in charge, any illness of an infectious nature or accident incurred by a Service User, colleague, yourself or other person connected with the Home.

### Communication

1. Participate in staff and Service User meetings as and when required.

### Confidentiality

1. Ensure the confidentiality of information gained whilst performing your duties. If you are in any doubt about divulging information about a Service User or the Company's business to a third party, then please seek advice from you Manager before communicating such information.

### General

1. Work with all other staff to ensure a happy, clean, dignified and safe environment for the Service Users.
2. Respect at all times the privacy of Service users in their rooms and their property.
3. Ensure that the security of the Home is maintained at all times.
4. Adhere to all the Company's policies and procedures relevant to this role.
5. Ensure that all equipment is clean and well maintained.
6. Notify the Home Manager or person in charge as soon as possible if you are unable to report for duty and also when you can return to work after an absence.
7. Carry out any other tasks which may be reasonably assigned to you.

This job description indicates the main duties and responsibilities of this post and is not intended as an exhaustive list.

Mead Medical Services reserves the right to amend this job description from time to time according to the needs of the business, but this is a correct reflection of the duties involved at the time of writing.

Any changes will be confirmed in writing. Please note that you share with Mead Medical Services the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign and date below to indicate your acceptance of this job description.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_