

JOB DESCRIPTION

Job Title: Domestic Support Worker (Residential Care)

Department: Residential Care

Reports to: House Manager/Assistant House Manager

Job Purpose

To provide a domestic service to a residential house ensuring the highest standards of hygiene are maintained at all times. To provide assistance to Student Support Workers, House Managers and Assistant House Managers to prepare food and serve meals to students.

Key Duties

- To assist with food preparation as required
- Preparing dining tables for mid-day meals
- Assisting in serving meals to students as required
- To wash up all equipment used in the preparation and cooking of student meals
- To wash up and put away all crockery and utensils used for breakfast and mid-day meals
- To clean the house as directed by the House Manager/Asst House Manager. Cleaning tasks are as follows:-

Daily

- Toilets, sinks, kitchen and dining areas including cupboards, fridge, oven, microwave and surrounding work surfaces, doors, floors etc., as necessary
- Lounge and entrance hall – hovering and dusting of all areas including under settee cushions

Occasionally

- Windows and other areas as required

At Least Twice a Week

- Damp dust all areas

General

Ensure all duties are carried out in accordance with Health & Safety regulations as outlined in the Health & Safety manual.

This Job Description is not exhaustive and the post holder may be required to undertake other appropriate duties as necessary.

January 2012

PERSON SPECIFICATION

DOMESTIC SUPPORT WORKER (RESIDENTIAL CARE)

The Person Specification is an important part of the selection process as it is the basis for short listing candidates that meet the criteria for the role, and for assessing candidates' suitability through interviews and tests (where relevant) and for making appointment decisions.

Please read and consider the Person Specification carefully before completing your application form. In your application you should demonstrate how you meet the Essential criteria and also any of the criteria listed as Desirable by providing evidence and examples from current and previous employment or voluntary roles or work experience you have undertaken.

Key Criteria	Essential	Desirable
Qualifications	Numeracy & Literacy Level 1	Numeracy & Literacy Level 2 Diploma in Health & Social Care or equivalent
Experience	Experience of domestic work within a domestic environment Experience of food preparation	Experience of domestic work within a residential services environment Experience of working in an environment with young people who have complex or multiple learning disabilities
Skills & Knowledge	Able to prioritise duties and complete tasks without constant supervision and direction	Knowledge of Manual Handling and COSHH regulations
Personal Qualities	Good communication and interpersonal skills Flexible and adaptable Ability to follow both verbal and written instructions Organised and methodical with the ability to prioritise tasks and complete them on time Participative and supportive team player	