



## Job Description

### Domestic Assistant

**Supported by:** Housekeeper ultimately General Manager

**Hours:** The role applied for will include weekends. The centre is also open for Christmas and New Year. We will welcome your support and contribution especially over Christmas and New Year to make magical memories for our guests.

**Location:** Revitalise Jubilee Lodge, Grange Farm, Chigwell Essex IG7 6DP.  
  
You may be expected to travel within the area and to other areas within the Organisation for the purposes of training.

### Providing unforgettable holidays for over 50 years

Revitalise is both the UK's largest provider of respite holiday breaks, and the UK's largest residential volunteering charity. With 50 years' experience our three holiday centres now provide close to 5,000 essential breaks each year for disabled people and those who care for them.

At Revitalise we work hard to create amazing holidays for our disabled guests and their carers. We like to come to work determined that the world is going to be a slightly better place for people at the end of today than it was yesterday, and that we're going to help make that happen.

### Your role

- To support the delivery of care by ensuring that the daily cleaning duties are carried out in a sensitive way in the guest rooms and to a high standard.
- To assist as required with other general cleaning duties in the centre.
- Reporting to the Housekeeper.



## Specific Role requirements

- This role involves working regularly lifting and moving heavy objects and sustained physical effort, not exceeding 15 Kilos.
- This role involves the preparation and handling of cleaning chemicals
- You will be required to carry out laundry services for our guests
- There is a requirement to operate industrial machinery, e.g. washing machines and tumble dryers
- There is some requirement to work from heights, window cleaning and curtain rails.

## Principal Responsibilities

### Day to Day

- Carrying out all cleaning duties to a high standard that meets the expectations of the guests and management.
- Respecting at all times the privacy of guest in their rooms and their property.
- Attending all mandatory training requirements to ensure the safety of all who live, work and visit the centre.
- Ensure that all chemicals are used for cleaning are removed from guest rooms and safely stored/locked away after use, following Health and Safety Rules (COSHH) are strictly adhered to.
- Follow Universal Infection Control precautions.
- Following the Universal Waste Control procedures.
- Ensuring adherence to the Organisation policies and procedures relevant to this role.
- Reporting any changes in guests' health or behaviour to the housekeeper or senior care staff on duty.
- Working with all other staff to ensure a happy, clean, dignified and safe environment for the guests.
- Develop good relationships with guests/relatives and visitors to the centre
- Carry out any other duties that may normally be associated with this position i.e. bed making, ensuring vacant rooms are prepared for viewing and admissions, laying and clearing of tables for meals services, Caring for plants and flowers around the centres, ensuring the centres looks presentable at all times for visitors/inspectors



## Health and Safety

As an employee of Revitalise, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all others who may be affected by their acts or omissions at work;
- Co-operate with their employer to ensure compliance with Health and Safety Legislation and the Health and Safety policies and procedures of the Home, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare, in pursuance of the relevant statutory provisions.

## Other requirements

- To report any incidents or allegations of abuse in line with Safeguarding Vulnerable Adult Policies
- To promote anti-discriminatory practice throughout you work
- To promote and maintain equality and diversity throughout the organisation
- To attend staff meetings and 1:1 supervision sessions as directed.

## Data Protection

The Post Holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

## Confidentiality

Revitalise believes that it has a duty of confidentiality to all service users and clients. Permission will be sought before sharing any information, verbal, in writing or electronically, provided by, or about a resident or the Organisation, with anyone else.



## Special Conditions

1. The post holder is required to work weekends as part of a rota and Bank Holidays when required.
2. On occasions you may be requested to change your rota at a given notice as per your contract, to ensure the contingencies of the service are covered.
3. This post requires the holder to have an Enhanced Disclosure and Barring Service check (Formerly CRB). Changes to personal circumstances which may effect this must be notified to your line manager immediately.
4. To undertake such other duties appropriate to the grade of the post and the needs of the Organisation in order to develop and maintain service delivery. However the Organisation will be mindful at all times to ensure that these duties are not so onerous as to prevent the Deputy Manager fulfilling their role.

The list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant review and appropriate modification.



## Person Specification

CATEGORY	Essential	Desirable	Evidenced By
<b>Qualifications</b>			
NVQ 2 in Housekeeping		X	CV
<b>Knowledge</b>			
National Minimum Standards		X	Interview
Volunteering		X	Interview
COSHH		X	CV and Interview

<b>Skills</b>			
Excellent interpersonal skills	X		Interview
Driver		X	CV
Able to work with minimum supervision	X		CV and Interview
Able to work in a supportive and supervisory role to volunteers	X		CV and Interview
<b>Work Experience</b>			
Working with or caring for people with disabilities, vulnerable adults and children		X	CV and Interview
Working with volunteers		X	CV and Interview
Care Sector		X	CV and Interview
Working in a team	X		CV and Interview
<b>Personal Qualities</b>			
Positive attitude towards disability	X		Interview
Committed to equal opportunities	X		Interview
Adaptable to different situations	X		Interview
<b>Other</b>			
Ongoing good health record	X		CV and Interview
Able to work flexibly	X		Interview
Committed to diversity and equality	X		Interview
<b>Able to work shifts, including weekends and bank holidays</b>	X		Interview