



THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Relief Domestic Assistant
POST NUMBER	:	ALL Relief Domestic Assistant Post numbers
DEPARTMENT/DIRECTORATE	:	Social Services
DIVISION/SECTION	:	BMI
LOCATION	:	Residential Services across the Vale of Glamorgan
POST GRADE	:	Grade A, SCP 8
RESPONSIBLE TO	:	Care manager/ Officer in Charge/Deputy/Senior Care/Support workers
RESPONSIBLE FOR	:	N/A
LIAISON	:	Service users, Staff members, visitors to the Home
MAJOR PURPOSE OF POST	:	Domestic duties

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

To undertake under specific or general direction of the Person in Charge, domestic duties concerned with the operation of the establishment, to the overall well-being of the clients / residents by maintaining a satisfactory Home Environment.

DUTIES

- **To promote the principles of care**
- **To undertake general domestic duties, this will include the cleaning of internal glass windows and doors, floors and carpets, bedrooms, bathrooms, toilets, wall surfaces, furnishings and furniture. This may involve the cleaning up of spillages and bodily fluids**
- **To use materials and equipment in accordance with instructions and adhere to relevant guidance and procedures, this will include infection control procedures and Health and Safety and COSHH guidance**
- **To assist in the distribution/transportation and serving of meals, drinks and snacks as required, this may include the transporting of a meals or drinks trolley**
- **To communicate any concerns about residents, the fabric of the home or the need to order cleaning supplies to relevant team members**
- **To provide general assistance during and following mealtimes, this will include duties such as laying and clearing dining tables**
- **To clean communal areas where food and drinks are prepared and served and assist in washing items of crockery and cutlery as required**
- **To work cooperatively with management and colleagues and participate in the induction and mentoring of newly employed, relief or agency staff as may be required from time to time**
- **To attend and participate in supervision**
- **To attend team meetings and training/developmental opportunities outside of Rota hours as may be required from time to time**
- **Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures.**
- **To adhere to the Council's Confidentiality Policy.**
- **To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties.**

- **To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.**
- **To implement the principles of the Council's Environment Policy while carrying out the above duties.**
- **To report without delay any safeguarding concerns to the appropriate safeguarding officer.**
- **Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.**

SIGNED:
(Director/Chief Officer)

DATED:

SIGNED:
(Postholder)

DATED: