

<b>Post title</b>	<b>Domestic Support Assistant</b>
<b>Division / Section</b>	<b>Edinburgh Outdoor Learning, Sports and Outdoor Learning Unit</b>
<b>Department</b>	<b>Communities and Families</b>
<b>Responsible To</b>	<b>Facilities Coordinator</b>
<b>Number of post holders</b>	<b>8</b>
<b>Acting up/ Secondment</b>	

### **Purpose of Job**

The domestic support assistant provides a range of domestic cleaning and laundry services to ensure an environment which is safe and supports the health and well being of the Outdoor Centre users.

### **MAJOR TASKS / JOB ACTIVITIES**

1. To clean the environment within the Outdoor Centre
2. To launder domestic laundry
3. Serve food in kitchen or dining rooms

Tasks will be allocated on a weekly or daily basis depending on the needs of the service. It is expected that on a shift by shift basis the post holder will undertake one of the major tasks only.

### **Cleaning**

To be aware of the Departmental Infection Control Policy and follow the procedures on 'Environmental Cleaning' and 'Handling of Linen'.

To undertake all cleaning tasks as specified in the cleaning schedule for the home. These include:

- Daily Duties (all areas).
- Empty, clean and replace waste paper baskets.
- Clean wash hand basins, including overflow, plug, underside and pipes.
- Shine chrome with dry cloth.
- Clean baths and attached equipment.
- Clean and disinfect toilets, including bowl, cistern, underside of bowl and pipes.
- Damp dust ledges including window ledges.
- Replenish toilet rolls and hand towels as necessary.
- Sweep, wash floors and vacuum carpets.
- Damp dust all furniture including chair and table legs.
- Clean mirrors and over mirror lights.
- Wash tables and chairs after every meal and clean thoroughly once per day.

- Sweep and mop all dining room floors after every meal, vacuum carpets.

Weekly/Monthly Duties (all areas) depending on use:

- High dust walls, ledges with appropriate tool.
- Wash paint work i.e. doors (including handles) skirting and partitions.
- Wash pipes at back of toilet and underneath sinks.
- Wash inside and outside all waste bins.
- Polish wooden furniture.
- Pull out furniture and vacuum/wash floor and skirting.

## **Laundry**

To undertake all tasks related to the laundering of all bed linen, tablecloths. These include:

- Sorting 'bagged' laundry in line with infection control procedures.
- Daily washing, by machine of all domestic linens.
- Drying of all laundered articles either by tumble dryer or hanging washing out to dry (if external facility is available).
- To be aware of and follow manufacturer's instructions for the washing, drying and ironing of all items.
- To report any issue of concern that may compromise the health and well being of service users or staff to the Facilities Coordinator.

## **Supervision and Management of People**

- Not applicable

## **Creativity and Innovation**

- Work is largely subject to detailed procedures and routine with some scope for creativity to solve problems within the range and remit of the post.
- Communication with people who have a range of disabilities will require the post holder to respond appropriately to the situation.

## **Environment - Work Demands**

- In the event of an outbreak of infection reprioritise work schedule in line with demand and as requested by the manager.
- To attend team meetings as required
- Post holder requires to complete tasks within timescales to meet hygiene needs.
- Post holder will in the main work without frequent interruption and changes to work pattern except in the event of an occasional unpredictable event e.g. outbreak of infection.

## **Environment – Physical**

- Normal physical effort is required to carry out tasks. There are periods when more substantial effort is required e.g. hovering and mopping floors (30%).
- Regular use of stairs and frequent standing (30%).
- Moving of heavy items of equipment e.g. Hoovers / carpet cleaners (20%).
- Some bending may be required e.g. emptying bins / cleaning toilets (20%).

## **Environment - Working Conditions**

- Frequent working in hot, humid conditions – Not more than 10%
- Exposure to moderate noise from machinery – Not more than 10%
- Exposure to soiled materials and bodily fluids – Not more than 20%
- Potential of exposure to aggressive behaviour from service users/relatives. – Not more than 20%
- Potential of exposure to infection. – Not more than 20%

## **Environment - Work Context**

- Post requires the use of commercial laundry and cleaning equipment and associated cleaning products on a daily basis
- Post holder must be aware of the statutory guidance on COSHH and other health and safety issues related to providing a safe cleaning and laundry service
- Vigilance required ensuring correct dosages of cleaning products are used
- Post holder must ensure Infection Control procedures are carried out at all times

## **Contacts and Relationships**

Routine and frequent contact with facilities coordinator and service users for the purpose of exchange of information.

## **Decisions (Discretion)**

- Post holder will work within clearly defined procedures with advice available at all times.
- Some discretion will be required in the following areas:
  - Reporting of faults and supply shortage
  - Concerns about the behaviour of others, including service users.

## **Decisions (Consequences)**

- Decisions made will be of a routine nature.

## **Resources**

Post has no financial resources, however there is some responsibility required for the safe storage and usage of cleaning products.

## **Knowledge and Skills**

Qualification - no specific qualifications required

Knowledge of Department Infection Control procedures

Knowledge of Health and Safety guidelines as they pertain to working in a residential environment. e.g. COSHH

Elementary food hygiene certificate

Skills; use of cleaning tools and machinery, sensitivity, interpersonal skills, basic literacy

To undertake training as required for personal health and safety and the health and safety of others, e.g.

Manual Handling, Infection Control.

## **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

25 August 2016