



Job Description

Position: Domestic Assistant
Location: Parkview House, Edmonton
Reports to: The Project Manager

Position purpose

- To ensure that cleanliness within the project is maintained to standards acceptable to the Manager, 2Care Central Management and the Environmental Health and other relevant Authorities.

Principal responsibilities

- To undertake a cyclical schedule of cleaning duties which covers all communal areas, clients' rooms and staff areas
- Daily general cleaning duties as required by the Manager or delegated by senior staff, which includes responsibility for all communal facilities including bathing and toileting areas
- To inspect, launder and mend residents' clothing and to launder house linen as required
- To keep records in accordance with 2Care's Policies and Procedures and Legislative requirements
- To undertake other duties appropriate to the post, as detailed by senior staff, such as assistance in the kitchen

Ad Hoc Duties

- To undertake any other duties appropriate to the role.

Benefits

Starting salary:	£11,065
Annual salary review:	1 April
Hours of work:	Average of 40 per week (on a shift basis)
Annual leave entitlement:	20 days + 8 public holidays per annum
Benefits:	First rate life assurance cover, 3 times annual salary
Pension scheme:	Company pension after 12 months service (<i>final salary scheme</i>)