



Coventry City Council

Job Description

Reference No:**Job Title:**

Domestic with Client
Contact

Job Number:**Department/Directorate:**

Peoples Directorate

Post Number: 1014751

Division/Section/Group/Team:

Internal Provider Services

Grade: Grade 1

Location:

Eric Williams House – Residential Dementia Care

Job Purpose:

To undertake the duties of cleaning residents' accommodation, ensuring such accommodation is kept in a clean and tidy condition, using electrical equipment such as carpet cleaners.

Main Duties and Responsibilities:

1. Responsible for cleaning all areas of the residents' accommodation, including furniture and fittings and inside windows.
2. Be part of a team providing care and support to residents.
3. Participate in team meetings.
4. Have regard for the Health and Safety Regulations.
5. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to:

Date Reviewed:

Updated: Feb 2011



Coventry City Council

Person Specification

Job Title:	Domestic with Client Contact	Job Number:	Y5248D
Department/Directorate:	Social Services & Housing	Post Number:	YCARE 586
Division/Section/Group/Team:	Older People's Services	Grade:	Grade 1
Location:	Eric Williams House		

	Job Requirements
Knowledge:	• Demonstrate a knowledge of cleaning. • Awareness that residents have rights and respect those rights. • The reason for having an equal opportunities policy. • Health and safety aspects when using cleaning materials and equipment.
Skills and Abilities:	• Able to be supportive of residents, family and staff. • Able to talk to staff and clients. • Able to organise time and prioritise workload. • Able to follow written and verbal instructions for machinery and cleaning materials. • Observation skills in respect of residents' well-being/health. • Ability to offer practical help/support to residents and carers. • Able to follow instructions - written and verbal. • Able to bend and stretch in order to clean. • Able to work with others as a reliable part of a team. • Able to accept criticism and compliments. • Able and willing to undertake training as and when necessary. • Able to use cleaning/laundry equipment safely and appropriately.
Experience:	• Experience of general domestic work required.

Educational:	• Not applicable.
Special Requirements:	• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Date Reviewed: 17 June 2002

Updated: 19 October 2005