

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Laundry Domestic Assistant
<b>Grade</b>	1
<b>Service</b>	Adult Social Care
<b>Reports to</b>	Senior Support Assistant
<b>Location</b>	City Wide
<b>Job Evaluation Code</b>	Y5429D



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## **About the Service your team will provide**

### **Purpose of the role / Output**

1. To undertake the duties of cleaning tenants' accommodation.
2. To launder tenants' personal belongings.
3. To ensure tenants' accommodation and the laundry area are kept in a clean and tidy condition.
4. To operation electrical equipment, such as carpet cleaners, washing machines, dryers and irons.

## **Main Duties & Key Accountabilities**

### **Core Knowledge**

1. Responsible for cleaning all areas of the tenants' accommodation, including furniture and fittings and inside windows.
2. Ensure tenants' laundry and personal belongings are maintained to an acceptable level.
3. Be part of a team providing care and support to tenants.
4. Participate in team meetings.
5. Have regard for the Health and Safety Regulations.
6. Provide a laundry service to domiciliary care clients in the community, as necessary.
7. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Range of service via NHS Age UK Contractors Police Citizen Social Housing Group	<b>Internal</b> Social work Team Human Resources Maintenance Team Brokerage Team
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
<ul style="list-style-type: none"><li>• Demonstrate a knowledge of cleaning.</li><li>• Awareness that tenants have rights and to respect those rights.</li><li>• The reason for having an equal opportunity policy.</li><li>• Health and Safety aspects in using cleaning materials and equipment.</li></ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"><li>• Able to be supportive of tenants, family and staff.</li><li>• Able to talk to staff and clients.</li><li>• Able to organise time and prioritise workload.</li><li>• Able to follow written and verbal instructions for machinery and cleaning materials.</li><li>• Observation skills - tenants' well being/health.</li><li>• Ability to offer practical help/support to residents and carers.</li><li>• Able to follow instructions, both written and verbal.</li><li>• Able to bend and stretch in order to clean.</li><li>• Able to work with others as a reliable part of a team.</li><li>• Able to accept criticism and compliments.</li><li>• Ability and willingness to undertake training as and when necessary.</li><li>• Able to use cleaning equipment safely and appropriately.</li></ul>	
<b>Experience</b>	
Not required	
<b>Qualifications</b>	
N/A	

<b>Special Requirements</b>
<ul style="list-style-type: none"><li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li></ul>

<b>Date Created</b>		<b>Date Reviewed</b>	
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