

## Job Description and Person Specification

### Laundry Domestic Assistant

Job Details	
Grade	1
Service	Adult Social Care
Location	City Wide
Job Evaluation Code	Y5429D

Coventry City Council Values
<p>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:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<ul style="list-style-type: none"> <li>• To undertake the duties of cleaning tenants' accommodation.</li> <li>• To launder tenants' personal belongings.</li> <li>• To ensure tenants' accommodation and the laundry area are kept in a clean and tidy condition.</li> <li>• To operation electrical equipment, such as carpet cleaners, washing machines, dryers and irons.</li> </ul>

### Main Duties & Key Accountabilities

Responsible for cleaning all areas of the tenants' accommodation, including furniture and fittings and inside windows.

Ensure tenants' laundry and personal belongings are maintained to an acceptable level.

Be part of a team providing care and support to tenants.

Participate in team meetings.

Have regard for the Health and Safety Regulations.

Provide a laundry service to domiciliary care clients in the community, as necessary.

Any other duties and responsibilities within the range of the salary grade.

### Key Relationships

External:	Range of service via NHS Age UK Contractors Police Citizen Social Housing Group	Internal :	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.

#### Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	<ul style="list-style-type: none"> <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> <li>• Demonstrate a knowledge of cleaning.</li> </ul>
Skills And Abilities	<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>
Special Requirements	<ul style="list-style-type: none"> <li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul>

Declaration			
Reviewed/Created By:	David Cridland		
Job Title:	Assistant Manager	Date:	April 2025