



Coventry City Council

## Job Description

<b>Job Title:</b>	Domestic/Laundry Assistant	<b>Job Number:</b>	Y5429D
<b>Department/Directorate:</b>	People	<b>Post Number:</b>	
<b>Division/Section/Group/Team:</b>	Adult Social Care	<b>Grade:</b>	1
<b>Location:</b>	City Wide		

### Job Purpose:

1. To undertake the duties of cleaning tenants' accommodation.
2. To launder residents' personal belongings.
3. To ensure residents' 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 and Responsibilities:

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

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

**Responsible for:**

**Responsible to:**

**Reviewed:**

**Updated:** May 2020



Coventry City Council

## Person Specification

<b>Job Title:</b>	Domestic/Laundry Assistant	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	
<b>Division/Section/Group/Team:</b>	Older People's Services	<b>Grade:</b>	1
<b>Location:</b>			

	Job Requirements
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Demonstrate a knowledge of cleaning.</li><li>• Awareness that residents 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 residents, 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 - residents' 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>	<ul style="list-style-type: none"><li>•</li></ul>

<b>Educational:</b>	•
<b>Special Requirements:</b>	<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>

**Reviewed:**

**Updated:** May 2020