

## Sheffcare Limited

### Job Description

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**Post Title :** Domestic Assistant / Housekeeper

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**Grade :** Sheffcare Limited

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**Responsible to :** Team Leader/Cook

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#### **Purpose of the Job:**

To promote and adhere to the workplace values of Sheffcare:

- Care will be delivered with compassion, dignity and respect, putting the person at the very heart of care delivery
- We ensure our care is safe, effective, individualised and is continually monitored and improved to meet new standards
- We actively value the contribution of all our staff and volunteers through recognition, training and development

To carry out domestic duties encouraging a high standard of health, hygiene and tidiness in all areas of the home as required.

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#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- 1 To be aware of and work within company policies and procedures as determined by Sheffcare Board/Chief Executive.
- 2 To carry out domestic duties as delegated on all areas of the site, including kitchens and laundry and kitchen and laundry equipment, aids and adaptations in the home and grounds as necessary.
- 3 To carry out simple food preparation.
- 4 To set and clear tables and assist in the serving of meals.
- 5 To participate flexibly in rotas and routines as required by the company.
- 6 To safely store all equipment and other materials.
- 7 To attend and participate in staff meetings and support systems and receive supervision.

- 8 To participate in staff development including induction and to attend / undertake company training.
- 9 To assist residents with physical care needs as required ensuring privacy, dignity and confidentiality.
- 10 To undertake any other duties applicable to the grade and purpose of the post.
- 11 Any other reasonable request made by a member of the management team