

PARISH OF ST. HELIER

JOB DESCRIPTION

FOR DOMESTIC STAFF

EMPLOYED IN THE PARISH OF ST. HELIER'S RESIDENTIAL HOME

PRINCIPAL RESPONSIBILITIES ARE TO:-

1. Provide a regular cleaning service, which results in a hygienic environment for residents and staff.
2. Perform duties using the correct method, correct equipment and materials for the task.
3. Clean all areas of the Home used by residents and staff, including bedrooms, lounges, corridors, stairs, lifts, bathrooms, toilets, utility rooms, store rooms and cupboards, kitchens, dining-rooms, offices, treatment rooms, staff changing and rest areas and furniture in outside areas used by residents.
4. Clean out cupboards, defrost and clean refrigerators, clean cookers, hotplates, toasters and work surfaces. Clean trolleys and trays.
5. Clean floors and stairs using suction cleaners, brooms and mops.
6. Dust, polish and wipe down furniture and fittings.
7. Empty ashtrays and refuse bins, remove and seal securely polythene bags of refuse. Clean interiors and exteriors of refuse bins.
8. Clean lavatories, baths, showers, washbasins, sinks, urinals, ceramic tiles, splash backs, mirrors and other sanitary fittings.
9. Clean inside windows and inside walls, if above reach height subject to appropriate arrangements being made.
10. Care for soft furnishings - for example removing and laundering curtains, cushion covers etc.,
11. Replenish paper hand-towel cabinets, paper rolls, toilet- rolls and replace soap.
12. To ensure all resident's laundry is washed, dried and sent back to their rooms within a 24 hour period, paying particular attention to washing infected laundry separately to prevent cross-infection.
13. Make beds and change linen.
14. Wash up crockery, cutlery and food containers.

15. Clear up excreta using suitable protective gloves and apron.
16. Clean domestic equipment after use and store correctly.
17. Be conversant with procedures adopted in the case of fire.
18. Take reasonable care for the health and safety of oneself and of other people.
19. Take part in staff meetings and in training activities as directed.
20. Carry out other duties as may be required.