

ABBNEYFIELD WESSEX SOCIETY LTD

JOB DESCRIPTION

JOB TITLE: General Assistant

RESPONSIBLE TO: House Manager

MAIN PURPOSE OF THE JOB: To keep all areas of the house clean and tidy and to provide cooking cover if required

KEY DUTIES AND RESPONSIBILITIES:

1. Regularly clean and tidy all communal areas, including bathrooms, toilets, kitchens and store rooms and external areas.
2. Ensure that the house is sanitised on a regular basis.
3. Regularly clean the residents' rooms.
4. Wash up, including operating the dishwashers and store items away.
5. Provide cover for holidays and sickness.
6. Clean internal windows (those which can be reached without the use of steps).
7. Clear rubbish and empty rubbish bins into appropriate external containers.
8. Assist with the laundry if required.
9. Wear appropriate PPE when required.
10. Advise the House Manager, or Head of Operations in their absence, of any wear or damage to equipment or fittings, or any safety issues or hazards which arise.
11. Have the ability to prepare, cook and serve lunch and tea for the residents if required to do so.
12. Follow the procedures for arranging repairs or emergency assistance.
13. Maintain confidentiality for residents and volunteers' information.
14. Attend training courses as required.
15. Any other duties which may be required commensurate with the grading of this post.

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PERSON SPECIFICATION:

CRITERIA	HOW ASSESSED	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING			
CIEH Food Safety or equivalent	Application Form		*
COSHH training	Application Form		*
EXPERIENCE AND KNOWLEDGE			
Experience of cleaning	Application Form	*	
Awareness of Health & Safety issues	Application Form Interview Questions		*
Awareness of confidentiality	Application Form Interview Questions	*	
SKILLS & BEHAVIOURS			
Caring nature with the ability to empathise with elderly people	Application Form Interview Questions	*	
Excellent interpersonal skills, able to deal sensitively and tactfully with colleagues, volunteers and residents	Application Form Interview Questions	*	
Experience of cooking for a large group of people			*
Ability to carry out all tasks to a high standard at all times	Application Form Interview Questions	*	
Ability to work as part of a team	Application Form Interview Questions	*	
Commitment to personal development	Application Form Interview Questions	*	
OTHER REQUIREMENTS			
Flexibility with hours worked	Interview Questions	*	
Satisfactory DBS disclosure		*	
Attend training and meetings as required – even if outside of normal working hours	Interview Questions	*	