

MONMOUTHSHIRE COUNTY COUNCIL

SOCIAL CARE AND HEALTH

JOB DESCRIPTION

POST TITLE:	Domestic Assistant
POST NO:	SAS112
GRADE:	Band B SCP 9 - 13 £13,725 - £15,598 pro rata per annum
HOURS:	Bank as and when required to cover annual leave and sick absence
BASED AT:	Severn View Residential Home, Chepstow
RESPONSIBLE TO:	Officer in Charge
PURPOSE OF JOB	To keep the home clean and tidy and assist in catering for residents, staff and day care visitors

Key Responsibilities and Duties:

1. General cleaning duties and household tasks as required within the home.
2. Meal time duties, including laying/ waiting at/ clearing tables.
3. Transport of meals to dining rooms as required.
4. Washing up and clearing of kitchen equipment.
5. Simple preparation of food in special circumstances.
6. General laundry duties within the home as required in the absence of the laundry assistant.
7. General kitchen assistant duties as and when required.
8. To work a shift pattern, including morning and afternoon shifts.
9. Participation in relevant training on day release or a short term basis.

10. To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

11. Maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at work.

The purpose of this job description is to indicate the general level of responsibilities of the post. The duties may vary from time to time without changing their character or level of responsibility.

For an informal discussion please contact the Duty Officer, Severn View Residential Home on 01291 638921.

Closing date: Midday on Friday 30th January 2015

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SOCIAL CARE AND HEALTH

PERSON SPECIFICATION

JOB TITLE: Domestic Assistant

ESTABLISHMENT Severn View Residential Home

REQUIREMENTS	WEIGHTING High/Med/Low	HOW TESTED
1. EXPERIENCE		
1.1. Be able to demonstrate an understanding of the needs of elderly people	High	Interview
1.2. Illustrate examples of previous relevant employment	Medium	Application Form Interview
2. APTITUDE & SKILLS		
2.1. Show a willingness to pursue relevant training and development	High	Interview
2.2. Show an acceptance of the principles of department/County Policies	High	Interview
2.3 Ability to work effectively as part of a team or individually	High	Interview
2.4. Motivated, enthusiastic, reliable and flexible	High	Interview
2.5. Ability to understand and implement Health & Safety policies	High	Interview
3. EQUAL OPPORTUNITIES		
3.1. Understand and demonstrate a willingness to promote equal opportunities	High	Interview

Appointment to this post will be subject to an Enhanced Disclosure Check with the Disclosure and Barring Service.

DBS Checks

The position for which you are applying is exempt under the Rehabilitation of Offenders Act 1974, and therefore we require you to disclose all convictions including those classed as 'spent'. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

Where a Disclosure is a requirement of the post, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the process. Failure to reveal relevant information could lead to withdrawal of an offer of employment.

At interview, or in a separate meeting, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the post.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Monmouthshire County Council complies with the DBS Code of Practice and undertakes to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Please contact the Employee Services Department if you require a copy of the DBS Code of Practice. Alternatively you can view the document on the DBS website

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.