

	Job Title:	Relief Domestic Assistant
	Reporting to:	Registered Manager

JOB DESCRIPTION - KEY RESPONSIBILITIES

Summary of Role

The role of the Relief Domestic Assistant is to cover for contracted staff holiday & sickness absence as well as training. You will assist the Domestic team in maintaining a clean, tidy and safe environment for the clients, staff and visitors at The Northam Care Trust and its properties, and to process to the highest standard all laundry as required.

Main Responsibilities

- Carry out cleaning routines and ancillary duties, as specified by the Registered Manager.
- Regularly and efficiently process laundry and prevent an unnecessary build-up of clothing and linen.
- Inform the Registered Manager of materials and equipment needed to perform your duties.
- Ensure that soiled and infectious laundry items are processed safely.
- Keep all laundry areas and storerooms clean, hygienic and safe.
- Allocate clothing and linen to their respective storage areas.
- To use initiative and have self-motivation to ensure tasks are completed when working individually.
- Report any safety or maintenance concerns to the Registered Manager.
- Undertake training as requested.
- Attend meetings as required.
- To work within the Charity's Policies and Procedures.
- To work within legal boundaries affecting the post e.g. Health and Safety at Work Act 1974 (and subsequent amendments) and all relevant legislation.

The post holder will be expected to work within the best interests of the charity at all times and there may be other duties or tasks that are not specifically covered by this job description but are commensurate with the post.

Values

- Staff adhering to our Organisational Excellence-Values and Behaviours policy

The Northam Care Trust will:

- Ensure that you are equipped with the necessary skills and knowledge you need to undertake this role.
- Provide supervision, appraisal, team meetings, training and access to career development opportunities.
- Offer additional training opportunities to enhance your career opportunities.