

EMPLOYMENT SPECIFICATION

DOMESTIC SERVICES OPERATIVE

RESPONSIBLE TO: HOME MANAGER

Domestic Services Operative is a generic title for a range of general, kitchen and laundry domestic duties within Risedale Estates Limited.

Risedale Estates Limited undertakes to recruit, select and develop domestic services operatives who can perform within the following roles:

General Duties

- 1 Maintain quality standards of cleanliness within individual homes encompassing cleaning, hoovering, dusting, buffing, carpet shampooing and polishing in all areas.
- 2 Demonstrate an ability to perform as a member of a team and offer initiative within their role.
- 3 To understand, acknowledge, implement and maintain Risedale's policies and procedures regarding domestic services.
- 4 To offer a pleasant, helpful attitude and personality to promote the wellbeing of individual service users.
- 5 To recognise the Health & Safety implications within the role and implement Risedale's Health & Safety policies and procedures.
- 6 Be willing to undergo a Criminal Records Disclosure by the Criminal Records Bureau.
- 7 To place the residents' dignity at the forefront of all duties and ensure they are treated with respect at all times.

Kitchen Duties

1. To assist the Cook in the production of all meals and food services to Residents.
- 2 The preparation of fresh vegetables as directed by Cooks.
- 3 Maintain the smooth running of the Kitchen by assisting where necessary.

- 4 Adherence to the Cleaning Rota devised and altered (as and when required) by Cooks in order to maintain a high standard of Kitchen cleanliness and hygiene at all times.
- 5 To recognise the Health & Safety implications within the role and implement Risedale's Health & Safety policies and procedures.

Laundry Duties

- 1 The safe and efficient use of industrial washing and drying and ironing machines.
- 2 General cleanliness and tidiness of laundry facilities.
- 3 The provision of high quality laundry services to individual residents including sorting, washing, drying and ironing of personal clothing bedding and associated materials.
- 4 To recognise the Health & Safety implications within the role and implement Risedale's Health & Safety policies and procedures.

Domestic services operatives may be required to undertake rotation throughout the various duty areas detailed above as service needs dictate and to accept the needs and responsibilities of providing a 24 hour service which will include shifts, weekends, Bank Holidays and night rotation.

It is intrinsic to the role to be on your feet for the majority of your shifts and you should therefore be healthy enough to do this. We actively embrace equality throughout the organisation and would be happy to discuss the suitability of this role with any applicant with a disability.

This specification does not form part of the Contract of Employment and does not reflect all responsibilities but does provide a framework of information regarding the post.

Specifications are periodically reviewed to incorporate research and development opportunities. Participation throughout the review process, by the post holder, is positively encouraged.

Risedale Estates Limited operates a Restricted Smoking Policy.

Risedale Estates Limited is an Equal Opportunities Employer.