

Add logo here

This **Job Description** is for a job with:

Name of organisation



A **Job Description** tells you:

- **your tasks** – the things you need to do in the job
- **your duties** – what you should do and who you report to



This **Job Description** is for a:

Domestic Assistant



The **annual salary** is Band

That is

You will work at



Hospital address



The manager for this post is the:

Hospital Services Manager



This job is in the

XXXXXXXXX Department



You will need to work

XX

hours a week.



What will you do?



You will:

- Make sure the hospital is clean for patients and staff
- Keep the hospital clean, in line with NHS standards.





What are the main tasks of the job?



Here is a **list** of the main tasks you need to do for this job:



You will need to

- Clean any part of the hospital when your manager asks you to
- Carry out any cleaning plans when your manager asks you to.





- Make sure that you do not mix up equipment of different colours.



This stops infection from spreading.



- Make sure you throw rubbish away safely.



- Know the best ways to clean up



- Work safely and report any problems to the Hospital Services Manager.



- Go on training courses about cleaning material and equipment



- Make sure equipment is used safely



- Check that there is enough cleaning material in stock.

And let your manager know if stocks are running low.



What is the job like every day?



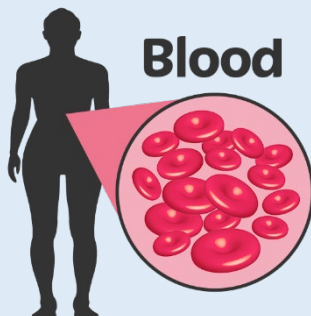
You will stand up most of the day.



Sometimes you may get worried when you do your work.

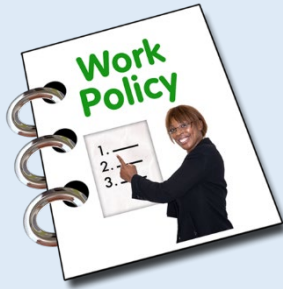


Sometimes where you work it will smell bad.



Sometimes you will have to clean up **body fluids**.

A **body fluid** could be blood, spit or semen.



Your manager will:

- tell you about the **policies** you need to follow while you are working.



A **policy** is a list of rules telling staff:

- how they **should** behave at work.
- how they **should not** behave at work.



There is a list of these **policies** on Pages **11 to 13**.



- have regular meetings with you to find out how you are getting on in your job.

This is called a **performance review**.



Who will you work with?

You will work with:



- Matrons
- Facilities and Estates Management staff, who make sure the hospital is run well
- Support Services Managers
- Cleaning teams
- patients and visitors
- other agencies and Trust staff.



How will you work?



You will need to wear a **uniform**.



You **cannot** use your mobile phone during the day.



You will need to work well in a **team**



Important information



We have a **No Smoking Policy** so you cannot smoke at work.



We have an **Equality and Diversity Policy** to make sure we treat staff, patients and members of the public in a fair and equal way.



We have a **Health and Safety Policy** to make sure everyone stays safe at work.



We have an **Infection Control Policy** to make sure infections do not spread.



We have a **Food Safety Policy** to make sure everyone eats good food,

and does not get ill from eating food.



We have a **Sustainability Policy** to make sure:

- we recycle as much as we can
- we do not pollute.



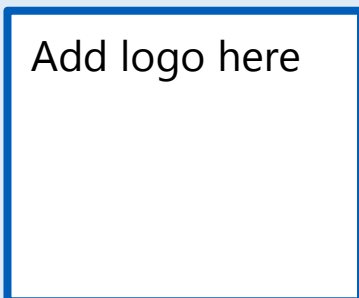
We have a **Confidentiality Policy** to make sure all the information about our patients is completely private.



We always tell patients when something has gone wrong.



We have a **Safeguarding Policy** to make sure we protect vulnerable people such as children, older people and disabled people.



We have a set of values, which you can find on our website



We expect everyone who works for us to understand our values and put them into practice at work every day.

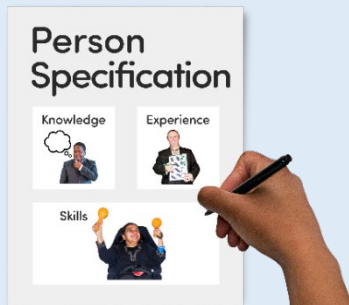


Other information

The kind of work you do in your job may change now and then.



NHS Easy Read Person Specification



A **Person Specification** tells you what you need to do, to do the job.



This **Person Specification** is for the job of **Domestic Assistant**.



It tells you the **knowledge, experience** and **skills** you need to have for the administrator post.



Knowledge - What do you know?

Have you worked in a team with other people?



Are you:

- Good at talking to and listening to other people?



- Good at doing things on time and doing the important things first?



- Good at timekeeping?





Do you have a Level 2 Certificate in Food Hygiene?

If you do not you could go on training to get the certificate.



- Have you been on training courses?



- Do you know how to make sure there is enough equipment and material in stock?

Experience – What jobs have you done in the past?



You can include things like apprenticeships, unpaid and paid jobs.

- Have worked as a Domestic Assistant before or in a similar job?



Skills – What can you do?



Can you use a computer to:

- send an email
- write a letter
- put information into a computer
- find out things on the internet?



- Are you good at reading and writing English?



- Are you OK to work different days or hours if needed?



- Can you travel to different offices using public transport?