



DAUGHTERS OF CHARITY

Disability Support Services

JOB DESCRIPTION

JOB TITLE: HOUSEHOLD STAFF

RESPONSIBLE TO: THROUGH SENIOR PERSONNEL
TO SERVICE MANAGER

EMPLOYING AUTHORITY: DAUGHTERS OF CHARITY

DUTIES AND RESPONSIBILITIES

1. Ensuring that work location is hygienically clean and tidy at all times.
2. Maintaining floor surfaces to an agreed acceptable standard.
3. Cleaning of all surfaces, window ledges, walls and furniture. Ensuring that when floors are being washed and cleaned, relevant notices are placed in area to alert passers by.
4. Daily cleaning of sanitary fittings.
5. Emptying bins and ensuring that they are kept clean.
6. Ensuring that all wash areas, e.g. kitchen, bathroom, toilets, are kept clean and that there is always clean hand towels, soap and toilet paper available.
7. Using detergents, polish, cleaning materials and disinfectants where necessary, economically and safely.
8. Checking that curtains are changed when necessary.
9. Ensuring that only approved work methods are used.
10. Reporting defective equipment or machinery in work area.
11. Ensuring that cleaning materials and equipment are cleaned and properly stored out of reach of the person with an intellectual disability.
12. Maintaining a high standard of housekeeping and cleanliness and throughout the complex.
13. Complying with health and safety regulations, always being aware of the need for personal safety and safety of all persons in the working environment.
14. Always wearing uniforms and protective gloves when necessary.

...../Household Staff

15. Familiarising oneself with fire precaution and safety procedures.
16. Supervising the person with an intellectual disability who may be assigned for work experience ensuring that they are never left unsupervised and that they are not responsible for operating machines, that they are not exploited by over-taxing their efforts and that they are taught patiently and given opportunity to develop whatever skill they may have.
17. Ensuring as necessary that clothing and other items on unit are laundered, with particular attention being paid to various fabrics and the type of wash suitable for each, ironed, folded and sorted appropriately. Ensuring that client clothing on unit is correctly maintained.
18. Maintain good working relationships with colleagues.
19. Ensure that each person with an intellectual disability is treated with the utmost respect and dignity.
20. Maintain a high standard of work performance, attendance, appearance and punctuality.
21. Being aware of emergency procedures and ensure the health and safety policy is strictly adhered to.
22. Participate in Service Annual Performance Review System.
23. Any other duties that may be assigned from time to time.

The above job description is not intended to be a comprehensive list of duties and responsibilities and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post when in office. This job description may change in line with the changing needs and objectives of the Daughters of Charity Disability Support Services.