

## HOMEMAKING & LAUNDRY ASSISTANT post



### JOB DESCRIPTION and PERSON SPECIFICATION

|                |                                                                                                                                                                                                             |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title      | Homemaking & Laundry Assistant                                                                                                                                                                              |
| Location       | Simeon Care for the Elderly Ltd<br>Simeon House, Cairnlee Road, Bielside, Aberdeen AB15 9BN                                                                                                                 |
| Organisation   | Simeon is one of six independent Camphill Charities in the Aberdeen area. We are registered with the Care Inspectorate to provide residential care with nursing for 23 residents, Scottish Charity SCO12239 |
| Working time   | Current post vacancy is for bank relief, 08.00am to 1.00pm (may be able to negotiate start/finish time).                                                                                                    |
| Reports to     | The Home Manager.<br>On a day-to-day basis the Homemaking Team Leader                                                                                                                                       |
| Supervising    | No responsibility for supervising staff                                                                                                                                                                     |
| Pay            | £7.60 per hour with weekend enhancement                                                                                                                                                                     |
| Other Benefits | Work pension scheme, ongoing training and development.                                                                                                                                                      |

#### About Simeon

We believe the *whole* of a person's life has significance, meaning and purpose. Our aim is to provide a home where the older person can find security through care and support that upholds their dignity, identity and autonomy. A sense of home and belonging, companionship, meeting individual needs, and sharing responsibility for the well-being of the whole community is central to our philosophy of care.

In September 2015 we moved into a new purpose built care home for 23 residents, just behind our former home on the Cairnlee Estate. All bedrooms have ensuite facilities, and enjoy direct access to, or views of our gardens.

The Homemaking Team works closely with all the other teams in Simeon to help create a warm and welcoming community. Taking care of and showing respect for the residents' personal belongings and their rooms is very important to them, especially as most decorate their room with precious mementos of their long lives.

We are within easy reach of the city centre, and just a short walk from the bus stop served by First bus 19 and Stagecoach bus 201/202.

For more information please visit our website: [www.simeoncare.org.uk](http://www.simeoncare.org.uk)

## **JOB DESCRIPTION**

### **Main Areas of Responsibility**

#### **Housekeeping duties**

- Clean communal areas of the home, including dining rooms, corridors and toilets.
- Carry out routine and periodic cleaning, dusting and vacuuming in allocated areas as directed by management/the homemaking team leader
- Carry out spot cleaning and ensure spillages are dealt with swiftly and efficiently.
- Ensure the house is safe and tidy at all times, e.g. remove clutter, tidy notice boards, signage, storage areas, etc.
- Ensure home environment is cared for including attending to flowers, seasonal decorations, etc.
- Check cleaning stocks and record requirements on notice board.
- Assist in the kitchen as required with preparation and clearing away around meals and tea time.
- Assist the homemaking team leader to ensure that daily/weekly tasks are completed when needed.

#### **Laundry duties**

- Operate the washing machine to launder household clothes and linen and residents' personal clothing.
- Operate clothes dryer and/or hang clothes to dry in designated area.
- Set aside sheets/garments needing repaired.
- Iron items as required.
- Sort and return clean laundry to appropriate storage area.
- Keep linen cupboards in good order.
- Carry out routine and periodic cleaning of the laundry room and any other related areas as required.
- Check laundry stocks and record requirements on notice board.
- If required, help supervise or assist a resident to do their own laundry.

#### **Teamwork, Communication, Health and Safety**

- Practice the correct operation and care of equipment and machinery
- Report any malfunctions of equipment immediately to the manager and then to the handyman.
- Ensure the correct use of cleaning agents on all surfaces.
- Observe Health & Safety, infection control, food hygiene and fire procedures.
- Follow ecological and environmentally sustainable practices.

#### **Training**

To take part in training courses as required.

#### **PVG/Disclosure**

As the role involves working in an environment with vulnerable people a PVG or disclosure will be required. If you are not a PVG member, you will need to apply for membership before you can work with us.

## **Other requirements**

A degree of flexibility is needed. You may occasionally need to perform work not specifically referred to above to support home and residents. The need to do such duties will be reasonable and as agreed between the post holder and the manager.

## **Person Specification**

### **Training**

- Certificates in Food Hygiene, Manual Handling, Health and Safety, COSHH desirable but training will be provided.

### **Knowledge and Experience**

- Some previous experience of Camphill or Social Care setting desirable.
- Experience in domestic cleaning in a care or hotel environment desirable.
- Knowledge on use of laundry equipment (washers, dryers etc.) desirable.

### **Personal Skills and Abilities**

- Sound practical skills in good housekeeping and willingness to learn and improve those skills.
- Ability to take initiative.
- Able to work with others from varied cultural/spiritual backgrounds.
- Good communication skills.

### **Personal Qualities**

- A compassionate and caring nature, with a desire to make people feel comfortable.
- Flexible, cooperative and approachable.
- You should feel able to uphold the Camphill ethos in Simeon and enjoy participating in a diverse range of the community's activities.