

JOB DESCRIPTION	
Title:	General Assistant
Responsible to:	House Manager
Scope:	The Abbeyfield Society
Key Objectives:	<ul style="list-style-type: none"> ▪ To maintain a clean environment in all areas of the House to maximise resident's comfort and enjoyment of their surroundings
Expected Outcomes:	<ul style="list-style-type: none"> ▪ All communal areas of the House are clean and tidy at all times and to required standards ▪ Assistance is provided to residents and other staff when requested ▪ All work is carried out with regard to the resident's rights to respect and privacy
Main Tasks:	<ol style="list-style-type: none"> 1. Keep all allocated areas clean, tidy and presentable at all times 2. To provide assistance in washing up as required 3. To provide assistance in bed making as required 4. Help prepare, cook and serve 2 meals a day (the main meal at lunchtime and a light tea) 5. Wash up and leave kitchen in proper state of cleanliness including the discarding of rubbish, wiping and cleaning of work surfaces, hob and oven, and brushing and mopping the kitchen floor. 6. Launder textiles as required 7. Ensure that the house is secure at all times whilst on duty 8. Assist as required with social functions that place at the House 9. To inform the senior member of staff on duty and the resident concerned immediately of any breakages or damage to possessions 10. Check bathroom, toilet and bedroom for occupation by a resident prior to entering 11. To ensure that all equipment is used in accordance with manufacturers instructions and reporting immediately all breakdowns to the senior member of staff on duty
General Requirements:	<ol style="list-style-type: none"> 1. To act in accordance with Abbeyfield Values, Policies and Procedures at all times 2. To attend meetings and training and development as required 3. To maintain confidentiality at all times and act in accordance with Data Protection requirements 4. To be aware of and comply with safe working practices as laid down by the Health and Safety at Work Act 5. To be aware of, act within and actively seek to promote Abbeyfield policies in respect of equality and diversity 6. To undertake travel to other Abbeyfield locations as required 7. To carryout any additional and reasonable duties as requested

CANDIDATE PROFILE

Essential Requirements:	Desirable Requirements:
<p>A. Ability to communicate and interact well with people</p> <p>B. To be able to read and write to a good standard</p> <p>C. Ability to work well as part of a team.</p> <p>D. Show an understanding of the needs of older people</p> <p>E. Ability to carry out all aspects of the role to a high standard at all times</p> <p>F. Willing to travel for training as required</p>	<p>G. First Aid Certificate</p> <p>H. Food Hygiene Certificate</p>