

# Domestic Assistant Job Description



Form Code: RESJD\_04

Authorised by: GM Residential Care

**JOB TITLE:** Domestic Assistant  
**RESPONSIBLE TO:** Team Leader Domestic Services  
**DIRECT REPORT:** N/A  
**EMPLOYMENT TYPE:** Part-Time/Casual

Reporting to the Team Leader Domestic Services, the Domestic Assistant is responsible for providing cleaning services to Rembrandt Court in an orderly, responsible and hygienic manner to maintain a clean and safe environment for Residents and Staff.

## Management and Accountability:

- Liaises with the Team Leader Domestic Services on day to day activities.
- Undertakes general cleaning and presentation of the Rembrandt Court facility.
- Undertakes cleaning of facilities to prevent the spread of disease and infection and provide clean and sanitary conditions.
- Maintains safety requirements when using equipment and chemicals, and follows appropriate manual handling processes.
- Ensures an understanding of the safe use of specialist cleaning equipment, e.g. vacuum cleaners.
- Ensures that the cleaning equipment is in fully operational condition and reports equipment issues.
- Communicates effectively within the team to ensure timely delivery of services.
- Reports all facilities maintenance needs to Team Leader Domestic Services and where possible to rectify minor problems.
- Attends staff meetings and education sessions as planned and maintain up to date knowledge of policies, procedures and changes in the work environment.
- Participates in activities designed to maintain or improve the Quality of Life for the residents.
- Participates actively towards continuous improvement and accreditation.
- Follows compliance within Rembrandt Living's policies and procedures including the code of conduct and Equal Employment Opportunities.
- Acquires and maintains work health and safety knowledge relevant to the workplace and understands all operations and associated hazards and risks
- Any other duties as requested by the Team Leader Domestic Services or delegate.

## Workplace Health & Safety

- In accordance with current legislation specific to your job role and responsibilities, all staff are required to become familiar with and work in accordance with the *Work Health and Safety Act 2012 (SA)*, *Return to Work Act 2014 (SA)*, and comply with all WHS responsibilities relevant to your role as outlined in Rembrandt Living's Work Health & Safety Policy.

## Skills and Experience/Technical Know How:

- Recent experience in a similar role or knowledge of general cleaning practices, preferably within an Aged Care environment.
- Good understanding of manual handling and hygiene standards
- Demonstrated ability to prioritise tasks and manage workloads in an allotted timeframe.
- Ability to demonstrate flexibility and initiative.
- Current police clearance
- Annual Influenza Vaccination