



Job Description: Launderer/Seams person/Domestic/Kitchen assistant	Department: Children, Families & Cultural Services.	Post Reference number:
Job Purpose: To manage the laundering needs of the home, have some basic needlework skills, be able to support the domestic team and the kitchen staff as and when needed. The post holder will have a flexible approach to work tasks depending on the needs of the home.		
Key Responsibilities: To provide services efficiently and effectively within organisational policy and statutory requirements. To manage the laundry requirements of the home and provide cover working alongside the kitchen and domestic staff. To demonstrate a positive work ethos that integrates race, culture, gender, disability and sexual orientation. To ensure that managers are informed of significant matters arising in connection with the Home. To communicate effectively and professionally verbally, non-verbally, in written form and IT.	Key Accountabilities: Understands and puts into practice the Council's commitment to excellent customer service in meeting customer's needs. Portray a professional image. Treats all customers and colleagues with respect, consideration and the appropriate level of confidentiality. Treats all customers and colleagues with respect and consideration in relation to the Council's code of conduct. Exemplifies safe working in line with health and safety and safeguarding protocols and procedures.	

To have knowledge of relevant Health and Safety Legislation.

To communicate effectively, professionally and sensitively with children, young people and their families.

To be committed to the County Council's equality policies.

To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Person Specification:

Qualifications, Experience and Knowledge.

Knowledge of Health and Safety

Ability to work on their own initiative as well as in a team.

Ability to launder clothing and household textiles appropriately and some basic needlework skills.

Cleaning experience either domestic or commercial.

Experience of preparing meals/cooking.

Must be sensitive to the issues faced by disabled young people.

Personal and Professional Attributes:

Commitment to self development and training. Excellent time-keeping and sickness record.

Able to demonstrate patience, flexibility, integrity, resilience, enthusiasm and sensitivity.

Must be able to work alongside an established team and be able to negotiate and agreed a plan of prioritised tasks.

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