

Domestic Assistant tasks (June 2025)

Head Office

Will include cleaning areas such as communal spaces, hallways, stairs, kitchens, offices, bathroom, toilets and meetings rooms.

Residential Services

Will include cleaning areas such as communal spaces, hallways, stairs, bedrooms, bathrooms, kitchens, offices, sensory room.

Short stay

Will include cleaning areas such as communal spaces, hallways, stairs, bedrooms, bathrooms, kitchens, offices.

Day Opportunities

Will include cleaning areas such as communal spaces, hallways, kitchens, offices, toilets and activity rooms.

Supported Living

Will include cleaning areas such as communal spaces, hallways, stairs, kitchens, offices, toilets. **This will not include cleaning in individual flats**

Task may include (Please note this is not an exhaustive list and other duties may / will be required and will differ in each service):

Communal kitchen, lounges, office spaces and activity areas

- Ensuring that the communal areas are kept clean and presentable for people we support and visitors.

Meeting rooms and offices

- Wipe desks
- Empty bins
- Clean windows
- Sweep and mop floors
- Vacuum floors

Kitchens

- Tidy up kitchen – thorough clean of all surfaces, mop floors, clean sinks and draining board, wipe tiles/splashback, clean microwave and fridge
- Mop floors and wipe doors
- Restock towels; empty bins
- Load/unload dishwasher
- Wipe down all external doors including drawers and dishwasher
- Fridge and freezer temperatures and water temperatures
- Check food in fridges for expiry dates.

Halls stairs and landings

- Clean landings, stair cases, handrails, and surroundings

Bathrooms and Toilets

- All bathrooms and ensuites – thorough clean of all surfaces, mop floors, polish mirrors, empty bins and restock towels, toilet rolls etc
- Water temperatures

Lounges and dining rooms

- Clean dining rooms / areas, wipe tables, sweep and mop floors, empty bins
- Clean and tidy lounge areas, wipe down furniture and empty bins

Sensory rooms / activity rooms

- Clean sensory and activity rooms in line with infection control policies
- Mop floors and wipe doors

General

- Clean and polish window sills
- Disinfect and clean all doors, front and back, door handles and handrails
- Clean and empty bins and lids inside and out
- Dust and clean skirting boards and plug sockets
- Dust ceilings and lights
- Clean windows
- To deal with waste and waste bags according to prescribed methods.
- Undertake any washing required and hang washing out on the line if appropriate
- Ensuring that all domestic consumables are available at all times in the appropriate dispenser/holder. Replenish toilet rolls, hand soap, paper towels and PPE and maintain an inventory of cleaning and hygiene supplies.
- Fridge and freezer temperatures and water temperatures
- Accurately complete daily records or report, and record as required both electronically and written.