

## **Oaklodge Nursing Home**

### **Job Description for Multi-Task Attendant**

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#### **Philosophy Statement**

Our aim is to provide care and services of the highest standard in a homely environment, with a deep understanding and respect for the dignity of the person being cared for, recognising their individuality at all times. In this regard we also endeavour to extend our support and care to their families and friends and to equally welcome them to our home.

**Job Title:** Multi-Task Attendant

**Reports To:** The Multi Task Attendant will report to and work under supervision and direction of the nominated Supervisor, as appropriate to the site.

**Working With:** All team members of nursing and ancillary staff of the home

**Home' Code of Conduct:** Each Multi-Task Attendant employed by the Nursing Home is expected to act at all times in such a manner as to justify patients and families trust and confidence in the service provided by the home.

#### **Job Summary**

- To provide a quality service for elderly residents in our home, as outlined by Management and Registered Staff Nurse in-charge.
- Work unsupervised under the direction of the Lead staff member in the provision of cleaning, laundry and catering services to residents ensuring a high standard of service provision.

#### **Duties and Responsibilities**

Under the supervision and guidance of the nominated section Supervisor, undertake

##### Cleaning:

- Carry out all domestic duties regarding the resident's environment including the cleaning of all resident bedrooms, bathrooms, toilets.
- Carry out all domestic duties to the public areas within the home including corridors, reception, day-rooms and dining room as per work schedule.
- Domestic duties for all internal areas, offices, stores and treatment room
- The cleaning of all interior doors/glass and skirting boards.
- The provision of an adequate supply of toileting equipment, hand towels etc to all of the above areas.
- Follow all instructions as regards product use.
- Follow guidance in relation to cleaning schedules.

Laundry:

- Maintain a high standard of resident, kitchen and domestic laundry on behalf of the Home.
- Ensure all resident and homes laundry is laundered and circulated back for use in an efficient, timely and effective manner.
- Ensure the laundry store-rooms are maintained in an orderly and tidy manner and that a regular weekly spring clean is carried out.
- Ensure the registered Person in Charge is notified of any damage to laundry, resident or homes, so that relatives may be informed immediately.
- Ensure any shortage of resident/homes laundry is communicated to Registered Staff in Charge in order that relatives may be informed of need to replenish personal stock of clothing.
- Ensure any personal laundry not labelled is identified and labelled immediately to prevent loss of resident property.

Kitchen:

- Prepare and serve breakfast, dinner & suppers to residents ensuring prompt delivery of all meals to residents.
- Provision of clean laundry supplies for kitchen use daily.
- Carry out all domestic duties regarding the cleansing of crockery, cutlery and kitchen equipment and dining areas.
- Any other reasonable duties as required by Administration Manager or Chef.

**Professionalism/Codes of Conduct**

- To behave always in a manner which promotes good working relationships between all members of the nursing home's team.
- To show courtesy and respect in all communications between management, colleagues, residents and relatives.
- To behave in a manner so as to uphold and enforce the philosophy statement of the Nursing Home, i.e. Compassion, Respect, justice, honesty and equality.

**Staff Development**

- The Post Holder will be required to undertake mandatory training in moving and handling and fire safety training on commencement in post and refresh as required.
- The Post Holder will be required to attend study days and in-service training as arranged to develop personal skills in caring for patients. HACCP training is mandatory and will be provided to you.

**General Responsibilities:**

- The Post Holder must be conversant with, and implement, all policies / procedures / guidelines / standards as laid down by the Nursing Home.
- The Post Holder must have an awareness of Philosophy of the Nursing Home.

## B&D Healthcare T/A Oaklodge Nursing Home

- The Post Holder will be expected to comply with the Nursing Homes Dress Code, which may be amended from time to time.
- Gifts or money must **not** be accepted from patients or family members at any time.
- The Post Holder must practise economy at all times in the use of supplies, equipment, materials, heating and lighting.
- The Post Holder must respect confidential information obtained in the course of Care duties and refrain from disclosing such information without the consent of the patient or person entitled to act on their behalf, except where disclosure is required by law or is necessary in the public interest. You will be required to sign a Confidentiality Statement prior to commencement.

### Health and Safety at Work

- Attention is drawn to the responsibility of all employees to take reasonable care for the health and safety of themselves and other people who may be affected by their actions at work.
- Verbally reporting any accident or untoward incident within twenty-four hours of the event and following this up with written details.

**This job description could be subject to alteration according to changes in legislation and B&D Healthcare Group operational procedures. The duties and responsibilities outlined above are not exhaustive and you will be required to carry out additional duties as may be reasonably required from time to time. The job description is not definitive and may be subject to review and change.**

**Date of Issue:** July 2018

**Date of Review:** As required with the development of the role.

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**Managing Director**