

Ancillary staff - Shearwater

Salary: Band: 2 £24,413 to £24,796 p.a. (£9,897 - £10,052 for 15 hours) plus shift allowance if applicable.

15 hours per week

Rota: all shifts: 07:30 – 12:30 week one: Mon/Tues/Sat/Sun, week two Thurs/Fri

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

The Service

Shearwater is a purpose built 40 bed dementia residential home in the Milton area of Portsmouth. The accommodation is located on the ground floor and first floor, all bedrooms have a private ensuite with a shower.

There are currently around 100 staff working across the home. The second floor is currently being used as an activity area for residents.

Though we recognise people with dementia may require residential care, our philosophy is to encourage independence, promote well-being through person-centered activities and support diversity.

What is the purpose of Adult Social care from a service user perspective?

Help me, when I need it, to live the life I want to live.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and if they reflect how you are and how you work then this could be the role that meets your expectations.

What is the role?

The ancillary role is split into three areas, according to the area advertised. Your role will be one of the following, although ability to work across all three areas will be required:

Floor domestic:

You will support domestic cleaning tasks where you will be responsible for carrying out general cleaning or deep cleaning duties as per cleaning schedule - to include lounges, dining rooms, occupational rooms, cleaner's stores, bedrooms with ensuite facilities, stairs, corridors, halls, office areas, communal bathrooms, toilets and sluices. The second floor will also require cleaning according to cleaning schedule and you will support domestic team to undertake this task. You will be required to report any Health & Safety concerns, infection control or maintenance issues to the relevant department.

Floor domestics support residents with breakfast service from 08:00 - 09:00. Training will be provided.

Kitchen domestic:

You will support the cook with meal preparation ensuring food is presented to high standards. You will ensure kitchen areas such as fridges/freezers and dry store are kept clean/tidy with good stock rotation and check and record fridge/freezer temperatures. In addition, you will carry out any general kitchen tasks required on each shift as directed by the cook including the cleaning schedule, undertaking deep cleaning when indicated. Liaising with the care staff to stock the units' kitchenettes as required whilst ensuring you follow food safety & hygiene guidance, reporting any issues or concerns as appropriate.

Laundry domestic:

You will complete the laundry process including handling soiled laundry items according to infection control policy. You will ensure residents clothing and linen such as bedding and towels are treated with care and attention throughout the washing, drying and ironing process. You may be required to attend to light repairs of damaged items such as sewing a missing button or torn seam when needed. Washing and ironing items such as curtains and cushion covers is required to maintain a hygienic environment. You will be required to deliver laundry to residents' rooms therefore you will need to be able to interact with people living with dementia appropriately.

Who is the person?

You will:

1. Preferably have previously undertaken ancillary work in a residential setting or worked in a cleaning, kitchen, or laundry service, although full training will be provided.
2. Be able to work to a schedule and complete allocated tasks to expected standard within specified time frame.
3. Be willing to undertake the wide range of cleaning and general duties in the kitchen, laundry and throughout the home.
4. Be flexible with other duties you may be asked to undertake within the scope of the Band 2 Ancillary role.
5. Be willing to undertake all mandatory training and non- mandatory training relevant to role including Safeguarding Awareness, H&S, COSHH, infection control, GDPR and Dysphagia.
6. Be willing to undertake training for level 2 Food Hygiene Awareness.
7. Be willing to undertake training/follow guidance for any machinery applicable to your job role such as floor cleaners, kitchen equipment, laundry machines.
8. Be able to demonstrate empathy for elderly people with support needs offering resident's privacy, respect, dignity, and choice.
9. Be able to communicate effectively in a gentle and understanding manner with service users and with professionalism within the team and with any visitors.
10. Understand what equality, diversity and integrity means in terms of staff and service users.
11. To work well as part of a team, being able to take direction from seniors and have a flexible approach can do approach.
12. Basic IT knowledge to access information such as your pay slips, annual leave and to complete E-learning, although support will be provided.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than



necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).