



Mission: "To provide the best of care and support to enable the community to fulfil its potential"

JOB DESCRIPTION

The job description describes the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment.

Job Title:	General Assistant	Ref: 071/08
Directorate:	Adult and Community/Children and Family Services	
Working Relationships:	Responsible to: General Assistant Supervisor Responsible for: N/A Working closely with: Staff team	
Key External Contacts: (if applicable)		
Location:	Designated Care Home/Housing with Support Unit	

Purpose of Job:

To carry out housekeeping and related tasks to identified standards so as to contribute towards the delivery of a quality service designed to meet the needs of service users.

Main Duties/Responsibilities:

1. Carrying out general housekeeping tasks, including basic food preparation if required, to agreed work schedules and quality standards so as to maintain effective service delivery.
2. Using and storing equipment, machinery and cleaning agents in a safe manner according to instructions and agreed procedures.
3. Communicating effectively with others in the workplace, providing written and verbal information when required according to agreed reporting procedures.
4. Developing and maintaining positive relationships with service users within agreed operational and organisational parameters.
5. Identifying and evaluating hazards and risks, in line with VSA's Health and Safety policies and security procedures, to reduce the risk to self, service users and other staff members.
6. Assisting with dining room and kitchen duties as and when appropriate.
7. Carrying out any other duties which may be required from time to time provided the tasks are both reasonable and within the post-holder's capabilities.

Qualifications/Training/Education:	
Essential:	Desirable: <ul style="list-style-type: none"> • Food Hygiene Certificate
Experience:	
Essential: <ul style="list-style-type: none"> • Experience of carrying out routine procedures, according to specified work standards • Basic food preparation 	Desirable: <ul style="list-style-type: none"> • Carrying out housekeeping tasks in a residential care setting • Appreciation of health and safety issues, including infection control
Key Skills/Aptitudes:	
Essential: <ul style="list-style-type: none"> • Must be able to communicate in the workplace verbally and also by providing written information 	Desirable: <ul style="list-style-type: none"> • Basic I.T. skills (e.g. e-mails)
Personal Qualities:	
Essential: <ul style="list-style-type: none"> • Flexibility • Honesty • Approachability 	Desirable:
Other Job Requirements:	



CONDITIONS OF SERVICE

Post:	General Assistant
Location:	Forestgait, 22 Kings Gate
Standard hours of work:	12 hours per week
Working pattern:	To a rota including weekends as and when required
Post status:	Permanent
Salary grade/point:	£6.00 per hr
Enhancements	Time and a half for Saturday working Double time for Sunday and Public Holiday working
Payment method:	Paid by BACS on 2 nd last working day of each month
Annual Leave:	Pro rata to 22 days per annum
Public Holidays:	Pro rata to 9 public holidays per annum as recognised locally
Notice period:	Employee - One month Employer – One month plus one additional week per year of service after four years service up to a maximum of 12 weeks
Induction:	4 day induction to be carried out prior to commencing in post; Monday and Wednesday from 9:15 to 4:30 Tuesday and Thursday from 9:15 to 12:30
Disclosure:	Appointment subject to Disclosure Scotland Check at Enhanced level
