

# MARY FEILDING GUILD

103/107 NORTH HILL, LONDON N6 4DP  
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**Chair:**  
**JEREMY HILL**

**Hon. Treasurer:**  
**PETER ROBSON**

**Director:**  
**MARY MCGLOIN**

June 2017

Dear Applicant,

## **RE: DOMESTIC ASSISTANT - PERMANENT ROLE - 35 HOURS PER WEEK**

Thank you for your interest in the post of Domestic Assisant. This will be a full-time role and you will work 5 days a week, Monday to Friday from 9:00am – 15:20pm (20 minute unpaid break).

The Guild is for people who want to remain active and independent for as long as possible, with support and encouragement from staff. Our residents may be old (average age 91), but they are an extraordinary group of people who challenge the perception of aging. Many of them, although experiencing some health deterioration associated with aging, continue to remain active within and outside the Guild, and are very interested in life. Currently, 15% of our residents are over 100 years old.

### **Application process**

Please complete the application form on our website [www.maryfeildingguild.co.uk](http://www.maryfeildingguild.co.uk) and ensure that your supporting statement demonstrates how you meet the criteria as set out in the person specification.

The successful applicant will be required to ensure that we are able to secure two professional references (that are satisfactory to us) and a clear, enhanced DBS check, within one month of the job offer.

The closing date for receipt of applications is **29th June 2017**. Please return your completed application to [info@maryfeildingguild.co.uk](mailto:info@maryfeildingguild.co.uk) or by post to the above address – marking it private and confidential. If you have not heard from us by end of July 2017, you have unfortunately been unsuccessful on this occasion.

Thank you again for your interest in Mary Feilding Guild and we look forward to receiving your application.

Yours sincerely

Mary McGloin  
DIRECTOR

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## JOB DESCRIPTION - DOMESTIC ASSISTANT

**JOB TITLE:** Domestic Assistant

**REPORT TO:** Housekeepers

This position involves close contact with residents, therefore politeness, good humour and patience are expected at all times.

### **PURPOSE OF POSITION:**

- To ensure the clean and hygienic maintenance of the home.
- To contribute towards maintaining residents' quality of life, privacy and dignity by keeping up the high standards of the Guild.
- Report to the Housekeeper without delay anything encountered in the course of your work which you think may require further action.

### **RESPONSIBILITIES:**

1. To be directly responsible to the Housekeepers.
2. To clean all allocated rooms to the standards required as per your individual rota.
3. To clean all public rooms, corridors and public areas assigned to you.
4. Clean all sanitary equipment with the correct cleaning agents for the control of germs and infestations.
5. To use correct warning signs when dealing with spillages or wet floors.
6. To deal with waste bags in prescribed manner.
7. To help in the kitchen and assist with the washing of pots and pans.
8. Assist with serving meals to residents and clearing plates after each course.
9. To report any malfunction of equipment or fittings to your Head of Department.
10. To keep up to date with the information laid out in the Health & Safety file and of the COSHH statement.
11. To keep up to date with current policies and procedures as laid down by the Guild in the appropriate file.
12. To take part in staff meetings and training activities as requested.
13. To carry out any such duties within your level of competence as may be requested for the smooth running of the Guild.

Mary Feilding Guild, 103/107 North Hill, London N6 4DP

Registered Charity No: A 205 563 C/1 [www.maryfeildingguild.co.uk](http://www.maryfeildingguild.co.uk)