

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Domestig
Gwasanaeth	Porth Gofal
Gradd	2
Pwyntiau ar y Golofn Gyflog	2
Cyflog	£24,413 pro rata
Diben y Swydd	Ymgymryd a gwaith glanhau a chynnal safon uchel Arsywi ar u rheolaidd lechyd a Diogelwch a Hylendid Unrhyw dyletswyddau eraill fel y trafodir efor rheolwr
Lleoliad	Cartref Preswyl Min Y Môr, Aberaeron
Oriau Gwaith	16 awr yr wythnos
Math o Contract	Part-time
Hyd y Contract	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Cofrestredig – Cartref Preswyl i Oedolion
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	Rheolwr/ Dirprwy y cartref I ddilyn canllawiau a threfnau glanhau. Cyfrifol am stoc a unrhyw beiriannau a ddarperir ar gyfer gwaith.
Telerau Contractiol sy'n Gysylltiedig â'r Swydd	Mae diogelu oedolion sy'n gwynebu risg yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion sy'n gwynebu risg er mwyn sicrhau eu bod mor ddiogel â phosibl. Rydym ni yn cydnabod bod oedolion sy'n gwynebu risg a'r hawl i gael eu hamddiffyn a byddwn yn cymryd camau i ddiogelu'u lles. Disgwylir i bob aelod staff a gwirfoddolwr rannu'r ymrwymiad hwn a byddwn yn gofyn am Wiriad Manylach y Gwasanaeth Datgelu a Gwahardd (DBS).
Dyletswyddau a chyfrifoldebau	
<p>Ymgymryd a tasgau lanhau sylfaenol o bob ardal o'r cartref, yn cynnwys ystafell wely, ystafell ymolchi a phob ardal gymunedol</p> <p>Archebu a dyraniad o'r deunyddiau lanhau</p> <p>Glanhau comedau yn ddyddiol</p> <p>I ddilyn y rheoliadau lechyd a Diogelwch a Hylendid angenrheidiol</p> <p>Dyletswyddau eraill a allai fod yn angenrheidiol i sicrhau bod y safonau glanhau yn cael eu cynnal.</p>	
Cyfeirnod at Ddibenion Gwerthuso Swyddi	CLE003

Manyleb Personol

Hanfodol			
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Dim		
Sgiliau Cymraeg	Gwranddo/Siarad:	Lefel 3	Rhaid cwrdd â'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad.
	Darllen:	Lefel 2	
	Ysgrifennu:	Lefel 2	
Sgiliau Saesneg	Gwranddo/Siarad:	Lefel 5	Rhaid cwrdd â'r sgiliau ieithyddol Saesneg a nodwyd ar benodiad.
	Darllen:	Lefel 3	
	Ysgrifennu:	Lefel 2	
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • Y gallu i gyfarthrebu'n dda gydag eraill • Bod yn addasadwy i anghenion newidiol y cartref • Mae angen i'r person unigol i fod yn llythrennog ac yn rhifog i ddeall gwaith ysgrifenedig, cemegol, ac atodlen gwaith • Mae angen fod yn frwdfrydig ynglŷn a natur y gwaith • Agwedd hyblyg ac yn gallu amrywio atodlen gwaith ar gyfarwyddyd • Bod yn ymwybodol o'u cyfrifoldeb tuag at faterion lechyd a Diogelwch 		
Profiad sy'n ofynnol	Mae profiad o lanhau o'r blaen yn ddymunol ond nid yn hanfodol		
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Fydd angen i gwblhau eLearning gorfodol neu unrhyw gyrsiau perthnasol at y swydd		

Dymunol	
Cymwysterau / Hyfforddiant	Profiad o lanhau o'r blaen yn ddymunol
Sgiliau Ymarferol / Personol	Sgiliau rheoli amser a threfniadaeth dda

Job Description

Post Name	Domestic Assistant
Service	Porth Gofal
Grade	2
Spinal Point/s	2
Salary	£24,413 pro rata
Job Purpose	To undertake cleaning and maintain high standards of hygiene in the home. To observe the necessary Health and Safety and Hygiene Regulations Other duties as discussed with the post holder from time to time
Location	Min Y Môr Residential Care Home, Aberaeron
Hours of Work	16 hours per week
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Registered Manager Residential Care
Supervisory/Managerial Responsibilities	None
Accountability	Accountable to the Manager/ Deputy To follow guidelines and cleaning schedules Accountable for stock and any machinery provided for work
Contractual Terms Associated with the Post	Safeguarding adults at risk is a key priority for us. We aim to support adults at risk to ensure they are as safe as they can possibly be. We acknowledge that adults at risk have a right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS).
Duties and Responsibilities	
<p>Undertake basic cleaning tasks for all areas of the home, including bedrooms, bathrooms and all communal areas</p> <p>Ordering and issuing cleaning materials</p> <p>Daily cleaning of commodes</p> <p>To observe the necessary Health and Safety and Hygiene Regulations</p> <p>Other duties that may be necessary to ensure that the cleaning standard maintained</p>	
Job Evaluation Post Ref	CLE 003

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	N/A	
Welsh Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 2 Writing: Level 2	The Welsh linguistic skills noted are required within two years of appointment
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 3 Writing: Level 2	The English linguistic skills noted are required on appointment.
Practical and personal skills	<ul style="list-style-type: none"> • The ability to communicate well with others • Be adaptable to the changing needs of the home • Literate and numerate to enable the postholder to understand written instruction, chemical and work schedules • Must be enthusiastic regarding the nature of the work • Flexible attitude and able to vary work schedule on instruction • Be aware of their responsibility towards health and safety issues 	
Required Experience	<ul style="list-style-type: none"> • Experience of prior cleaning is desirable but not essential 	
Training/education required to be undertaken for the post/worked towards	You will be required to complete mandatory eLearning or any other relevant training towards the role	

Desirable	
Qualifications / Training	Prior cleaning skills desirable
Practical / Personal Skills	Good time management and organisational skills