

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Domestig
Gwasanaeth	Porth Gofal
Gradd	2
Pwyntiau ar y Golofn Gyflog	2
Cyflog	£24,796
Diben y Swydd	Ymgymryd a gwaith glanhau a chynnal safon uchel Dilyn rhestr lanhau Arsywi ar u rheolaidd lechyd a Diogelwch a Hylendid Unrhyw dyletswyddau eraill fel y trafodir efor rheolwr
Lleoliad	Cartref Preswyl Hafan Deg Lampeter
Oriau Gwaith	20 awr yr wythnos
Math o Gontract	Part-time
Hyd y Contract	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Cofrestredig – Cartref Preswyl i Oedolion
Cyfrifoldebau Goruchwyllo / Rheoli	Dim
Atebolrwydd	Rheolwr/ Dirprwy y cartref
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	Gwrando/Siarad:	Lefel 3
	Darllen:	Lefel 2
	Ysgrifennu:	Lefel 2
Sgiliau Saesneg	Gwrando/Siarad:	Lefel 5
	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 Iechyd 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	<ul style="list-style-type: none"> • Cymhwyster Cefnogi Ymddygiad Cadarnhaol e.e Team Teach Lefel 1 a 2. • Hefyd, ymrwymiad i ymgymryd ag unrhyw gymhwyster sy'n berthnasol i'r swydd hon, fel y'i diffinnir.

Job Description

Post Name	Domestic Assistant
Service	Porth Gofal
Grade	2
Spinal Point/s	2
Salary	£24,796
Job Purpose	To undertake cleaning and maintain high standards of hygiene in the home. The ability to follow a cleaning checklist To observe the necessary Health and Safety and Hygiene Regulations Other duties as discussed with the post holder from time to time
Location	Hafan Deg Residential Care Home Lampeter
Hours of Work	20 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	

Undertake basic cleaning tasks for all areas of the home, including bedrooms, bathrooms and all communal areas

Ordering and issuing cleaning materials

Daily cleaning of commodes

To observe the necessary Health and Safety and Hygiene Regulations

Other duties that may be necessary to ensure that the cleaning standard maintained

Job Evaluation Post Ref

CLE 003

Person Specification

Essential								
Academic / Professional / Technical / Vocational Qualifications	None							
Welsh Linguistic Skills	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Listening/Speaking:</td> <td style="width: 30%;">Level 3</td> <td rowspan="3" style="padding-left: 10px; vertical-align: top;">The Welsh linguistic skills noted are required on appointment / must be attained within two years of appointment.>></td> </tr> <tr> <td>Reading:</td> <td>Level 2</td> </tr> <tr> <td>Writing</td> <td>Level 2</td> </tr> </table>	Listening/Speaking:	Level 3	The Welsh linguistic skills noted are required on appointment / must be attained within two years of appointment.>>	Reading:	Level 2	Writing	Level 2
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Reading:	Level 2							
Writing	Level 2							
English Linguistic Skills	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Listening/Speaking</td> <td style="width: 30%;">Level 5</td> <td rowspan="3" style="padding-left: 10px; vertical-align: top;">The English language skills specified are required on appointment</td> </tr> <tr> <td>Reading</td> <td>Level 3</td> </tr> <tr> <td>Writing :</td> <td>Level 2</td> </tr> </table>	Listening/Speaking	Level 5	The English language skills specified are required on appointment	Reading	Level 3	Writing :	Level 2
Listening/Speaking	Level 5	The English language skills specified are required on appointment						
Reading	Level 3							
Writing :	Level 2							
Interpersonal and Practical Skills	<ul style="list-style-type: none"> The ability to communicate well with others To be adaptable to the changing needs of the home The individual must be literate and numerate in order to understand written work, chemical information, and work schedules Must be enthusiastic about the nature of the work A flexible approach and the ability to vary the work schedule as directed To be aware of their responsibility in relation to Health and Safety matters 							

Experience required	Previous cleaning experience is desirable but not essential
Training/education required to be completed/undertaken for the role	The postholder will need to complete mandatory e-learning or any courses relevant to the role

Desirable	
Qualifications / Training	<ul style="list-style-type: none"> Positive Behaviour Support qualification, e.g. Team Teach Levels 1 and 2. Also, a commitment to undertake any qualification relevant to this role, as defined.