

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Domestig
Gwasanaeth	Porth Gofal
Gradd	2
Pwyntiau ar y Golofn Gyflog	2
Cyflog	£25,614 y flwyddyn
Diben y Swydd	• Ymgymryd a gwaith glanhau a chynnal safon uchel • Dilyn rhestr lanhau • Arsylwi ar y rheolau lechyd a Diogelwch a Hylendid angenrheidiol • Unrhyw dyletswyddau eraill fel y trafodir efor rheolwr
Lleoliad	Cartref Preswyl Hafan Deg, Llanbedr Pont Steffan
Oriau Gwaith	37 awr yr wythnos
Math o Gontract	Llawn Amser
Hyd y Contract	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Cofrestredig – Cartref Preswyl i Oedolion
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	Rheolwr/ Dirprwy y Cartref
Telerau Contractiol sy'n Gysylltiedig â'r Swydd	Mae'r swydd yn amodol ar wiriad Manylach DBS ar gyfer Oedolion.
Dyletswyddau a chyfrifoldebau	
Ymgymryd a tasgau lanhau sylfaenol o bob ardal o'r cartref, yn cynnwys ystafell wely, ystafell ymolchi a phob ardal gymunedol. Archebu a dyraniad o'r deunyddiau lanhau. Glanhau comedau yn ddyddiol. I ddilyn y rheoliadau lechyd a Diogelwch a Hylendid angenrheidiol. Dyletswyddau eraill a allai fod yn angenrheidiol i sicrhau bod y safonau glanhau yn cael eu cynnal.	
Cyfeirnod at Ddibenion Gwerthuso Swyddi	CLE003

Manyleb Personol

Hanfodol			
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Dim		
Sgiliau Cymraeg	Gwrando/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	Gwrando/Siarad:	Lefel 5	Rhaid cwrdd â'r sgiliau ieithyddol Saesneg a nodwyd ar benodiad.
	Darllen:	Lefel 3	
	Ysgrifennu:	Lefel 2	
Sgiliau Ymarferol / Personol	• 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	£25,614 per annum
Job Purpose	- To undertake cleaning and maintain high standards of hygiene in the home. - Follow cleaning list. - 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	37 hours per week
Type of Contract	Full-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	This post is subject to an Enhanced Adult DBS check.
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	N/A	
Welsh Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 2 Writing: Level 2	The Welsh linguistic skills noted must be attained 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
Required Practical / Personal Skills	• The ability to communicate well with others. • Be adaptable to the changing needs of the home. • Literate and numerate to enable the post holder 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	Experience of prior cleaning is desirable but not essential
Training / Education required to be undertaken for the post / worked towards	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.