

# Job Description:

## Domestic

V2. January 2026

Function:	Front Line
Position:	Patient Services Assistant
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Domestic Supervisor
Additional reporting line to:	Deputy Domestic Manager
Position location:	Wythenshawe Hospital

### 1. Purpose of the Job – State concisely the aim of the job.

- To maintain a high level of cleanliness at Wythenshawe Hospital.
- Provision, preparation and serving of meals and beverages to patients.

### 2. Main assignments – Indicate the main activities / duties to be conducted in the job.

- To carry out all duties in accordance with the standards specified in training.
- Daily vacuuming, dust control mopping, wet mopping, high and low level damp dusting of allocated areas.
- Daily cleaning of sanitary areas, floors, all surfaces, furniture and fittings.
- Daily cleaning of isolation rooms.
- Daily cleaning of theatres.
- Cleanliness and general care of cleaning equipment.
- Use of floor maintenance equipment.
- Moving light furniture.
- Prepare and serve meals and beverages to patients during patient feeding times.
- Any other reasonable request given by management team.

**3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.**

- Health and Safety – You must wear the personal protective equipment that you have been issued with. This includes but not limited to (Safety shoes, uniform, gloves etc.)
- You must always adhere to all H&S policies and procedures.
- You will be working in a busy hospital environment it is important that you are always professional always being mindful of patient dignity.
- Food Safety – You must ensure that food safety standards are maintained at all times in line with the training you have been provided with including but not limited to (Food temperatures, correct allergen management etc.)
- All staff shall at all times carry out their duties in such a way as to cause minimal disruption to all routines and procedures of the Trust Employees.

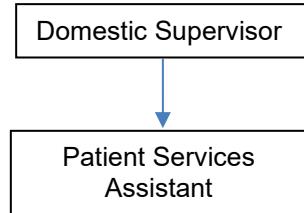
**4. Accountabilities – Give the 3 to 5 key outputs of the position the organisation; they should focus on end results, not duties or activities.**

- To ensure that the area you work in maintains a high level of cleanliness.
- Complete all task in line with the daily, weekly, monthly cleaning schedules.
- To ensure that Food Safety is maintained at all times.
- Work as part of the Hotel Services Team.

**5. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.**

- The ability to read, write and speak using the English language.
- Ability to follow policies and procedures to ensure a safe working environment, including H&S and Food safety standards.
- Employees should have the ability to work well within a team.
- Employees should be able to work on their own and use their own initiative to complete all tasks to a high standard.

**6. Organization chart** – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**This description is not intended to be an exhaustive list of duties of the post holder and may be varied in the light of changing circumstances.**

I understand and accept the responsibilities and duties of the role of Domestic.

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Job holder Signature

Date:

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Manager Name & Signature

Date: