

## Hewlett Court Job Vacancy

A vacancy has arisen for an Evening/ Night General Assistant.  
Hours of which are 21.75 per week.

Monday and Friday 4pm to 8pm

Sunday 5.30pm to 8.15am

### **RANGE OF DUTIES:**

- Supporting the Residents during the evening/night
- Dealing with emergency situations e.g. Doctor's call outs and hospital admissions
- Laundry duties
- Veg preparation
- Responding to emergency alarms
- Greeting visitors/Answering the phone
- Cleaning appliances and communal areas which can only be accessed at night e.g. refrigerators, ovens, Bain Marie and the floors etc
- Anything else that is required of you by Management.
- Communicating resident's wellbeing via night book and verbally in a handover with Management.
- Filling in any documentation required e.g ELK log, security checks, alarm calls, accident report forms

No experience is needed for this role as full training will be given. If interested please apply via email, with a copy of your C.V attached.

Beverley Schofield, Manager

Email your CV to [Beverley.schofield@hewlettcourt.org.uk](mailto:Beverley.schofield@hewlettcourt.org.uk)

Or phone for more information – 01204 886 552

Closing date: 18<sup>th</sup> October 2019