

Hewlett Court Job Vacancy

A vacancy has arisen for a Night General Assistant.

Hours of which are 27.5 per week.

Saturday 5:30pm to 8.15am

Sunday 5.30pm to 8.15am

RANGE OF DUTIES:

- **Supporting the Residents during the 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**

No experience is needed for this role as full training will be given.

If interested please apply in writing or via email, with a copy of your C.V attached to Beverley Schofield, Manager.

Email - beverley.schofield@hewlettcourt.org.uk