



Hewlett Court Job Vacancy



**A vacancy has arisen for a Temporary, Part time
Night General Assistant.**

Days and Hours to be discussed upon interview.

RANGE OF DUTIES:

- **Supporting the Residents**
- **Dealing with emergency situations**
- **Laundry duties**
- **Veg preparation**
- **Responding to emergency alarms**
- **Cleaning of communal areas which can only be accessed at night.**
- **Communicating Resident's well-being via night book and in verbal handover with Management.**
- **Filling in documentation required e.g. security checks, emergency alarms, ELK logs**
- **Anything else that is required by Management.**

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 CV attached to Beverley Schofield, Manager.

Email – beverley.schofield@hewlettcourt.org.uk

If you require any further information, please contact Beverley on 01204 886 552.