

Job Title:	Domestic Assistant
Grade:	1
Responsible to:	Domestic Team Supervisor
Responsible for:	N/A



Job Purpose

To provide a high standard of cleanliness and hygiene throughout the centre.

Duties and Responsibilities

- To maintain a high standard of cleanliness and hygiene in the residential and all other buildings on site.
- To be aware of conditions associated with cleaning of allocated areas related to site users and to work to the appropriate Health and Safety rules and processes.
- To use appropriate equipment, materials, tools and machinery to ensure the job is carried out effectively.
- Responsible for safe working practices in the use and storage of cleaning materials and equipment.
- Cleaning duties will include:
 - Cleaning of kitchens including all appliances and equipment.
 - Cleaning of toilets, showers and drying rooms.
 - Vacuum all carpeted areas and polishing of furniture.
 - Mop all hard floor areas i.e. classrooms, corridors, recreation rooms etc.
 - Cleaning of windows.
 - Defrosting of refrigerators and freezers and cleaning down, as and when required.
- Maintain stock levels of catering and dining equipment in all buildings.
- Dustbin areas and around the buildings to be kept tidy and swept regularly.
- Painting and associated tasks within the buildings.
- Identify cleaning equipment and resources when required.
- To report damage/defects in equipment and services to the appropriate supervisor.
- To liaise with site staff, supervisors and line manager as required.

The post will include some evening, weekend and out of hours responsibilities associated with a residential centre that operates throughout 52 weeks of the year.

This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced Disclosure and Barred Service Check.

Know your Service Business Continuity Plan and follow the Business Continuity Plan as required.

To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.

Issue date: March 24

Person Specification Post Title: Domestic Assistant

Minimum Essential Requirements	Assessment Method
Section One: Knowledge and Experience	
Awareness and basic understanding of relevant Health and Safety issues	Application Form/ Interview
Knowledge of basic hygiene requirements in food and all other areas	Application Form/ Interview
Hold a certificate for Basic Food Hygiene or be willing to attend training in this area	Application Form/ Interview
Section Two: Skills and Abilities	
Basic cleaning skills within a domestic environment	Application Form/ Interview
Ability to work alongside other members of the Domestic team	Application Form/ Interview
Ability to work unsupervised	Application Form/ Interview
Flexibility in the approach to the workload, to meet the requirements of the clients and the Centre	Application Form/ Interview
Personal skills to maintain good customer relations	Application Form/ Interview
Section Three: Qualifications	

Section Four: Our Values	
People are at the heart of what we do	Application Form/ Interview
Openness and honesty are important to us	Application Form/ Interview
Together we get things done	Application Form/ Interview

Health Risks Specification

Please identify all risks that apply to this post / role

Fitness to Work	Potential health risks: please add Yes or No against each risk
Working with computers	No
Working at heights	No
Confined spaces	No
Moving and handling includes people and objects	Yes

Vocational Health Checks	Potential health risks: please add Yes or No against each risk
Requirement for Laboratory and Pathology staff (including mortuary staff) to be immunised against Hepatitis B and TB (based on job description and person specification)	No
Driver medicals, minibus, forklift trucks and HGV	No
Night Worker Questionnaires	No
School crossing warden	No

Statutory Health Surveillance	Potential health risks: please add Yes or No against each risk
Exposure to excessive noise levels, as determined by a noise risk assessment.	No
Exposure to excessive vibration levels, as determined by vibration risk assessment)	No
Exposure to skin irritants, as determined by a COSHH Assessment.	No
Exposure to respiratory irritants, as determined by a COSHH Assessment.	No

