

## Job Description

Job Title: Domestic Assistant

POSTCODE: CB7 5BT

Grade: Scale 1

Working hours: Various

### Overall purpose of the job

To assist in the general house cleaning and preparation of bedrooms for course members and to oversee and undertake laundry process, providing clean linen for visiting groups.

### Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	To launder and oversee laundry of in-house supplies and oversee use of linen provided by outside contractors. To maintain adequate stock levels to ensure delivery of quality service.
2.	To monitor quality of both inhouse and contractor's supplies and monitor stock of cleaning materials.
3.	To undertake cleaning of bathroom, sinks and toilets and provide deep clean of areas as required. Replenish toilet rolls and bathmats.
4.	Making beds and general cleaning and household duties as required including: dusting; polishing, vacuuming and emptying bins.
5.	Cleaning internal window/frames/door frames, etc.
6.	Other relevant duties as necessary
7.	Attend relevant training and staff meetings, as directed by line manager.
8.	Any other duties as required by line manager or Head of Centre
9.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

### Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

<i>Qualifications Required</i>	Subject	Essential/ Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Cleaning	General knowledge of household tasks	Essential
COSHH	Understanding of Cleaning chemicals and the Health and Safety requirements	Desirable
<b>Skills</b>		
Communication	To be able to effectively communicate with others when working together to complete a task or job as a team.	Essential
Interpersonal skills	Able to work as part of a team effectively	Essential
Cleaning	Commitment of cleaning to a high standard	Essential
<b>Experience</b>		
Customer service	Experience of delivering high quality service to customers	Essential
Working in residential environment	Experience working in a residential environment with constant cleaning needs	Desirable
<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
<b>Safeguarding</b> <i>(include for roles working with children/vulnerable adults)</i>	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

### Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible	Field	Home
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