

Title Domestic Assistant	Department Children, Families and Cultural Services	Post Ref. Grade 1
Job Purpose To undertake all cleaning tasks and domestic duties and to assist in ensuring all health and safety requirements are met and the building is clean and tidy and well presented.		
Key Responsibilities 1. To maintain all floor areas, internal windows, walls, furniture, furnishings, and fittings in a clean and tidy condition 2. To polish floors and furniture and shampoo carpets and upholstery 3. To clean kitchen equipment, working surfaces and storage facilities 4. To clean bathrooms and surfaces 5. To assist in the laundering of clothing, bedding etc. 6. To ensure the presentation of the furniture, fixtures and fittings is of a high standard 7. To assist in COSHH and Risk Assessments allied to the use of chemicals, equipment and activity and comply with resulting directions 8. To adhere to cleaning schedules/instructions and ensure high standards of quality in all work undertaken		Key Accountabilities 1. Accountable for personal health and safety and apply at all times all relevant health and safety procedures (e.g. COSHH / Risk assessment, colour coding and following manufacturers recommended instructions at all times). 2. Ensure that provided on site documentation is adhered to at all times (e.g. Health and Safety folder). 3. Accountable for efficient personal time keeping, working to set/agreed work standards and high standards of customer care
The post holder will perform any duty or task that is appropriate for the role described		

<i>Person Specification</i>	
<i>Education and Knowledge</i> 1. General standard of education 2. Knowledge of Health and Safety 3. Understanding of Equal Opportunities and a commitment to the County Council's Policy	<i>Personal skills and general competencies</i> 1. Puts into practice the Council's commitment to excellent customer care. 2. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers. 3. Works well with colleagues but also able to work on their own initiative. 4. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
<i>Experience</i> 5. Experience in cleaning in a domestic or commercial setting	
<i>Role Dimensions</i>	

Date 28.03.17