

Title Domestic Assistant	Department Children, Families & Cultural Services	Post Ref.
Job Purpose To undertake all cleaning tasks and domestic duties and to assist in ensuring all health & 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 wash up pans, utensils, crockery, cutlery and other catering items 4. To clean kitchen equipment, working surfaces and storage facilities 5. To clean bathrooms, equipment, surfaces 6. To assist in the laundering of clothing, bedding etc. 7. To ensure the presentation of the furniture, fixtures and fittings is of a high standard 8. To assist in COSHH and Risk Assessments allied to the use of chemicals, equipment and activity and comply with resulting directions 9. To adhere to cleaning schedules/instructions and ensure high standards of quality in all work undertaken	Key Accountabilities 1.	
The post holder will perform any duty or task that is appropriate for the role described		

Person Specification	
Education and Knowledge 1. General standard of education 2. Knowledge of Health & Safety 3. Understanding of Equal Opportunities and a commitment to the County Council's Policy	Personal skills and general competencies 4. Ability to undertake a comprehensive range of cleaning and domestic tasks 5. Ability to contribute to COSHH and risk assessments 6. Ability to manage own workload 7. Puts into practice the Council's commitment to excellent customer care. 8. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers. 9. Works well with colleagues but also able to work on their own initiative. 10. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
Experience 11. Experience in cleaning in a domestic or commercial setting 12. Some computer literacy with the ability to complete records	
Role Dimensions 13. Insert core area/s of responsibility (inc. teams, services & functions) 14. Insert financial responsibility – No financial responsibility 15. Insert staff - No of direct reports = 0	
<i>Please attach a structure chart</i>	

Date 21.11.16