



Title Domestic Assistant		Department ASCH & PP	Post Ref.
Job Purpose To provide cleaning services within the day service			
Key Responsibilities <ol style="list-style-type: none">1. The cleaning of the establishment and maintaining high standards in these areas.2. Maintaining floor surfaces in accordance with the requirements of the Authority's cleaning and janitorial specification.3. Attending to and cleaning up after spillages.4. Clean soft floor coverings and soft furnishings.5. Deep clean areas on a rotational basis.6. Assist the Caretaker with flushing outlets in accordance with Legionella regulations.7. Taking reasonable care for the Health and Safety of themselves and of other persons who may be affected by their activities.8. Removal of waste from the centre rooms to the external waste facility in the grounds.9. Emptying litter bins etc and removing waste to designated areas.10. Cleaning of working surfaces and other furniture as directed.11. Cleaning up after flooding and/or any other emergency cleaning.12. Removal of graffiti from internal and external surfaces.13. Setting out of furniture etc as required/requested.14. To assist the caretaker as required with maintenance of required information in the logbooks, stock cards, inventories etc and to ensure that adequate cleaning supplies are maintained to meet the needs of the establishment.15. Cleaning of toilets and washrooms to the required standard.16. When required to clean the internal surfaces of glass and windows.		Key Accountabilities <ol style="list-style-type: none">19. To assist in COSHH and risk assessments allied to the use of chemicals, associated equipment and activity and comply with the resulting directions.20. Work effectively and flexibly, under the direction of the Caretaker, to an agreed programme of work.21. Notify the 'named person' of equipment defects and ensure action is taken to effect repairs.	

17. Replacing consumable items.	
18. To carry out all duties and responsibilities with a 'can do' attitude	
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification

Education and Knowledge

1. Either possess or have a willingness to gain NVQ Cleaning & Building Interiors Standards Level 2.
2. Willingness to train in hygiene and safety to an appropriate level for the job.
3. Basic awareness of Health and Safety.
4. Knowledge of operating specialist equipment related to the job role.

Experience

17. Related experience of cleaning and using equipment.
18. In working as part of a team in a similar situation.
19. In the use of floor maintenance machines and industrial vacuum cleaners.

Personal skills and general competencies

5. Puts into practice the Council's commitment to excellent customer care.
6. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.
7. Works well with colleagues but also able to work on their own initiative.
8. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
9. Able to maintain high standards of hygiene.
10. Ability to work flexibly.
11. Willingness to undertake further training.
12. Willingness to wear protective clothing and sensible footwear.
13. Ability to work on own initiative and prioritise workload.
14. Ability to handle workplace difficulties with diplomacy.
15. High level of punctuality and attendance.
16. Ability to communicate verbally and in writing

<i>Role Dimensions</i>	

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| <p>20. To take appropriate action in the event of an emergency.</p> <p>21. Using powered equipment where necessary (eg scrubbing machines, wet pick up machines, vacuum cleaners).</p> <p>22. Exercise proper care in handling, operating and safeguarding any equipment or appliances provided and issued by the County Council for the post holder's individual or collective use in the performance of their duties.</p> | |
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Please attach a structure chart

Date January 2017