

<b>Title</b> <b>Domestic Assistant</b>	<b>Department</b> <b>CFCS</b>	<b>Post Ref.</b>
<b>Job Purpose</b> <b>To provide cleaning services within a residential setting</b>		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. The cleaning of the establishment and maintaining high standards in these areas.</li> <li>2. Maintaining floor surfaces in accordance with the requirements of the Authority's cleaning and janitorial specification.</li> <li>3. Attending to and cleaning up after spillages.</li> <li>4. Clean soft floor coverings and soft furnishings.</li> <li>5. Deep clean areas on a rotational basis.</li> <li>6. Taking reasonable care for the Health and Safety of themselves and of other persons who may be affected by their activities.</li> <li>7. Emptying litter bins etc and removing waste to designated areas.</li> <li>8. Cleaning of working surfaces and other furniture as directed.</li> <li>9. Daily hoovering and wet wiping of all rooms</li> <li>10. To ensure that adequate cleaning supplies are maintained to meet the needs of the establishment and ordering and replenishing items when required</li> <li>11. Cleaning of toilets and bathrooms to the required standard.</li> <li>12. Cleaning of the internal surfaces of glass and windows.</li> <li>13. To carry out all duties and responsibilities with a 'can do' Attitude</li> <li>14. To undertake laundry duties as required</li> <li>15. Replenishing consumables</li> <li>16. Clean all specialised equipment and toys as required</li> <li>17. Shampoo and steam clean all floors and carpets</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>14. To assist in COSHH and risk assessments allied to the use of chemicals, associated equipment and activity and comply with the resulting directions.</li> <li>15. Work effectively and flexibly, under the direction of the duty manager to an agreed programme of work.</li> <li>16. Notify the 'named person' of equipment defects and ensure action is taken to effect repairs</li> </ol>	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>		

<b>Person Specification</b>	
<p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Willingness to train in hygiene and safety to an appropriate level for the job.</li> <li>2. Basic awareness of Health and Safety.</li> <li>3. Knowledge of operating specialist equipment related to the job role.</li> </ol>	<p><b>Personal skills and general competencies</b></p> <ol style="list-style-type: none"> <li>4. Puts into practice the Council's commitment to excellent customer care.</li> <li>5. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.</li> <li>6. Works well with colleagues but also able to work on their own initiative.</li> <li>7. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration</li> <li>8. Able to maintain high standards of hygiene.</li> <li>9. Ability to work flexibly.</li> <li>10. Willingness to undertake further training.</li> <li>11. Willingness to wear protective clothing and sensible footwear.</li> <li>12. Ability to work on own initiative and prioritise workload.</li> <li>13. Ability to handle workplace difficulties with diplomacy.</li> <li>14. Ability to communicate verbally and in writing.</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>15. Related experience of cleaning and using equipment.</li> <li>16. In working as part of a team in a similar situation.</li> </ol>	
<p><b>Role Dimensions</b></p> <ol style="list-style-type: none"> <li>17. To take appropriate action in the event of an emergency.</li> <li>18. Using powered equipment where necessary (eg scrubbing machines, wet pick up machines, vacuum cleaners, steamer, carpet cleaner).</li> <li>19. 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.</li> </ol>	

*Please attach a structure chart*

Date January 2017

Tier 7 - Frontline Roles