

JOB DESCRIPTION - CHILDREN AND FAMILIES SERVICE

IDENTIFICATION

Post Title: Domestic Assistant
Section: Children and Families Services
Responsible to: Team Manager
Responsible for:

Post Ref:
Grade: 1

JOB PURPOSE

Undertake duties concerned with the operation of residential and other similar establishments.

PRINCIPAL WORKING CONTACTS

Team Manager and staff.

MAIN DUTIES

- 1 Cleaning of designated areas to ensure that they are kept in a hygienic condition.
- 2 Kitchen duties - cleaning oven, microwave etc.
- 3 Cleaning contact rooms, toys, soft furnishings.
- 4 Operation of powered equipment, including domestic-type laundry equipment.
- 5 General cleaning of offices, empty bins, cleaning computers, phones, etc, to hygienic standards.
- 6 Duties include working between different sites and hours variable at each site.
- 7 Deep clean at regular intervals at different sites.

APPLICATION OF OUTLINE

- 1 Cleaning of designated areas to ensure that they are kept in a hygienic condition - may include the handling and/or rough washing of foul linen.
- 2 Domestic type laundry equipment includes commercial washing/drying machines designed to accommodate dry loads of up to 10 kilograms, and compatible dry, steam and rotary irons.
- 3 The duties of this job do not include any supervisory responsibilities.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Domestic Assistant

DIVISION/DEPARTMENT SECTION: Children and Families

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATION		Able to use and maintain domestic cleaning equipment.	Interview
RELEVANT WORK/OTHER EXPERIENCE	Previous experience of cleaning/domestic duties.	Some knowledge of Health and safety requirements.	Application
PARTICULAR SKILLS/ABILITIES	Maintain confidentiality. High standards in cleanliness.	Ability to perform all general duties. Able to communicate with people.	Application Interview
PERSONAL QUALITIES	Ability to relate to young people.	Pleasant disposition and ability to relate to people. Able to work as part of a team.	Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Flexibility with working hours. Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update.		Interview