JOB OUTLINE	
JOB TITLE: Domestic Assistant	**JET CODE: 5099**
DIVISION: Housing	
SERVICE/BUSINESS UNIT: Sheltered Housing	
REPORTING TO: Team Leader - Sheltered Housing	
RESPONSIBLE FOR: None	

JOB PURPOSE:

To provide a high standard of cleaning in the communal and staff areas within East Lothian Council's sheltered housing schemes.

MAIN DUTIES:

Cleaning all furniture, fixtures and fittings to the specified standard.

Cleaning all sanitary fittings to the specified standard.

Carry out floor maintenance procedures including dust control, suction cleaning, damp mopping, scrubbing, buffing and carpet shampooing.

Undertake kitchen & dining room duties i.e. laying & cleaning tables, serving food, washing up, cleaning ovens and kitchen worktops/floors etc.

Operating laundry equipment to wash and iron bedding and towels as required.

Remove rubbish and take to allocated point.

Ensuring designated area's are kept in a hygienic condition.

Carry out safe systems of work including due regard for Health & Safety issues.

Comply with Unit Training and Procedures.

Take reasonable care of personal health and safety and co-operate with management to enable compliance with the Council's health and safety rules and legislative requirements.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

A good general standard of education **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

This role requires **PVG clearance** for regulated work with protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

None.

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	A good general standard of education **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. This role requires **PVG clearance** for regulated work with protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.	Basic Food Hygiene Certificate. If not held at time of appointment, there is an expectation that the Jobholder would obtain this qualification once in post. BICS Cleaning Qualification or equivalent. Health and Safety training.
Previous Experience (Paid & Voluntary Work)	Experience of basic cleaning duties. Experience of general kitchen and laundry duties.	Experience working in a similar environment. Experience of providing customer care.
Knowledge/ Skills /Competencies	Good communication skills. Effective organisational and time management skills.	Knowledge of cleaning equipment
Personal Qualities	Ability to work on own initiative and as part of a team. Ability to work without close supervision. Ability to work flexibly as part of a team. Ability to work under pressure and meet deadlines.	An understanding of the needs of residents.
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	