POST: Domestic **LOCATION: Development Based**

Reports To: Housing Care Manager / Coordinator

PURPOSE OF JOB

To ensure a high standard of cleanliness throughout the development.

MAIN DUTIES & ACTIVITIES

To ensure that all areas of the development, which may include customers' homes, are maintained to a high standard of cleanliness.

To work as a member of the team and to liaise with other staff members.

To adhere to Health and Safety at Work Regulations including Control of Substances Hazardous to Health 2002 regulations.

To work in a safe manner, utilising appropriate Personal Protective Equipment, where required.

To ensure safe storage of cleaning chemicals and equipment.

Through ordering, maintain adequate stocks of cleaning chemicals, paper products and equipment.

To participate in team meetings.

To respect individual customers' rights.

To prepare for and participate in the support and supervision programme.

To adhere to the policies and procedures of the Association and ensure that all cleaning activities are undertaken in line with these procedures.

To understand and support the aims and objectives of Trust, including tenant rights and choices.

When required, to have responsibility for the building and for responding to emergency situations.

To undertake any other relevant duties as are considered appropriate to the post.

YOU WILL BE ABLE TO:

Skills & Abilities	Essential	Desirable
Enjoy working in a service environment	✓	
Have enthusiasm and a flexible "can do" attitude	✓	
Have the ability to work as part of a team	✓	
An understanding of the needs of older people	✓	
Able to communicate verbally and in writing in a clear and accurate manner.	✓	
Education, Qualifications, Training & Development	**Essential**	**Desirable**
Possess COSHH Training		✓
Willingness to undertake appropriate training for the post.	✓	
Other factors and attributes	**Essential**	**Desirable**
Satisfactory references and Disclosure Scotland Clearance	✓	
Have the confidence to manage stock levels through effective stock ordering with our nominated supplier	✓	
Equal Opportunities	**Essential**	**Desirable**
This organisation is working actively to promote equality of opportunity both in its employment practices and in the delivery of its services. It is essential that the post holder is willing to work in accordance with existing policies and Codes of Practice.	✓	

EQUALITY, DIVERSITY AND INCLUSION (EDI)

Trust is an Investor in Diversity organisation and as such we seek to promote equality, inclusion and diversity in all that we do.

You will be required to:

- Be aware of and engage with Trust' EDI Strategy and Policies, IID and LID action plans surveys, induction & review sessions and focus groups.
- Contribute to EDI discussions in team meetings and share updates and case studies
- Ensure your EDI training is up to date
- Attend EDI learning and networking events
- Access where relevant, EDI information on Trust's intranet
- Be clear of your responsibilities for EDI as a staff team member and the expected behaviours and values set by Trust
- Challenge any inappropriate behaviour, bullying or harassment and discrimination and report it through the appropriate channels.