



Job Description

Job Title: Domestic

Reports to: Housekeeper / Deputy Service Manager / Service Manager

Based at: St Paul's – Selly Park

Date: July 2020

Job Purpose:

To ensure designated areas are cleaned to a high standard, working alongside the staff team to maintain a quality service.

Objectives	Typical Tasks
<p>Complete job role in accordance with requests of the management</p>	<ul style="list-style-type: none"> - Carry out necessary tasks, following appropriate cleaning schedules - Ensure that all floor surfaces in designated areas are clean, removing debris, spillages and shampooing as necessary - Clean all furniture/furnishings/fixtures and fittings, using correct cleaning materials - Clean walls/doors/inside of windows etc. as required ensuring that reach equipment is used as appropriate - Ensure all work is carried out in an organised and efficient manner, taking into account priorities and company procedures Health and Safety and COSHH - Ensure that all domestic and household waste is correctly identified and disposed of in specified disposal containers in accordance with company policy - Ensure sanitary fixtures and fittings are thoroughly cleaned using correct colour-coded cloths and equipment - Ensure the cleaning sequence is systematic and minimises the risk of infection
<p>Be aware of your responsibilities under the Charity's Health and Safety policy, taking all possible steps to ensure a safe working environment</p>	<ul style="list-style-type: none"> - Maintain a safe working environment - Report all incidents or potential hazards - Report any faulty machinery to the Service Manager/Deputy Service Manager, ensuring it is labelled and isolated to prevent further use

	<ul style="list-style-type: none"> - Ensure know how equipment works and is kept in good working order
Be familiar with and adhere to internal and external policies and standards	<ul style="list-style-type: none"> - Ensure relevant standards are followed at all times and maintained - Maintain good working knowledge of relevant standards in order to implement safely and appropriately
Continuous self development to ensure knowledge and skills are relevant to the service	<ul style="list-style-type: none"> - Keep up to date with skills and knowledge - Attend mandatory training - Attend other training and development activity where appropriate - Participate in development reviews - Read and seek to understand all relevant communication e.g staff handbook, written communication, marketing literature - Attendance at meetings as required
Actively support the vision, philosophies and values of the Charity	<ul style="list-style-type: none"> - Promote the core values of the Charity i.e respect, compassion, hospitality, justice and trust - Act in a non-discriminatory manner - Maintain confidentiality at all times - Undertake any other duties that are in keeping with the values of the Charity that you have the skill/ability to carry out
Dimensions	
Level of Disclosure: Enhanced	
Person Specification	
<u>Essential</u> <ul style="list-style-type: none"> - An ability to demonstrate the core values of the Charity - If applicable, where CQC have set an age criteria, age must be proven - Domestic/cleaning work - Able to work as part of a team and using your own initiative - Ability to respond to guidance and direction - Flexibility 	<u>Desirable</u> <ul style="list-style-type: none"> - Basic food hygiene certificate - Knowledge of health and safety/COSHH - Manual handling certificate - Emergency first aid certificate - Fire awareness certificate