



## Job Description

**Job Title:** Domestic

**Reports to:** Service Manager

**Based at:** Olallo House - London

**Date:** 08.10.2024

### Job Purpose:

To ensure designated areas of the home are cleaned to a high standard, whilst working alongside the staff team to maintain a quality service and compliance with health and safety regulations.

Objectives	Typical Tasks
<p>Complete job role in accordance with requests of the management</p>	<ul style="list-style-type: none"> <li>- Carry out necessary tasks, following appropriate cleaning schedules</li> <li>- Ensure that all floor surfaces in designated areas are clean, removing debris, spillages and shampooing as necessary</li> <li>- Clean all furniture/furnishings/fixtures and fittings, using correct cleaning materials</li> <li>- Clean walls/doors/inside of windows etc. as required ensuring that reach equipment is used as appropriate</li> <li>- Ensure all work is carried out in an organised and efficient manner, taking into account priorities and company procedures, Health and Safety and COSHH</li> <li>- Ensure that all domestic and household waste is correctly identified and disposed of in specified disposal containers in accordance with company policy</li> <li>- Ensure sanitary fixtures and fittings are thoroughly cleaned using correct colour-coded cloths and equipment</li> <li>- Ensure the cleaning sequence is systematic and minimises the risk of infection</li> </ul>
<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"> <li>- Maintain a safe working environment</li> <li>- Report all incidents or potential hazards</li> <li>- Report any faulty machinery to the Service Manager/Deputy Manager or Team Leader ensuring it is labelled and isolated to prevent further use</li> <li>- Ensure you know how equipment works and is kept in good working order</li> <li>- Stock check cleaning materials and request order of replacement items/low stock</li> <li>- Work to safe systems of work for infection control when dealing with bodily waste / fluids.</li> <li>- Ensure that all products used within the service have the required COSHH data sheet</li> </ul>

Be familiar with and adhere to internal and external policies and standards	<ul style="list-style-type: none"> <li>- Ensure relevant standards are followed at all times and maintained</li> <li>- Maintain good working knowledge of relevant standards in order to implement safely and appropriately</li> </ul>
Continuous self development to ensure knowledge and skills are relevant to the service	<ul style="list-style-type: none"> <li>- Keep up to date with skills and knowledge</li> <li>- Attend mandatory training</li> <li>- Attend other training and development activity where appropriate</li> <li>- Participate in development reviews</li> <li>- Read and seek to understand all relevant communication e.g. staff handbook, written communication, marketing literature</li> <li>- Attendance at meetings as required</li> </ul>
Actively support the vision, philosophies and values of the Charity	<ul style="list-style-type: none"> <li>- Promote the core values of the Charity ie: hospitality, compassion, respect</li> <li>- Act in a non-discriminatory manner</li> <li>- Maintain confidentiality at all times</li> <li>- Undertake any other duties that are in keeping with the values of the Charity that you have the skill/ability to carry out</li> </ul>

<b>Dimensions</b>	
Level of Disclosure: Enhanced	
<b>Person Specification</b>	
<u>Essential</u> <ul style="list-style-type: none"> <li>- An ability to demonstrate the core values of the Charity</li> <li>- Able to work as part of a team and using your own initiative</li> <li>- Ability to respond to guidance and direction</li> <li>- Experience of domestic/cleaning duties</li> <li>- Have high hygiene standards and pride in work</li> <li>- Knowledge of infection control</li> <li>- Flexibility</li> <li>- Ability to work weekends</li> </ul>	<u>Desirable</u> <ul style="list-style-type: none"> <li>- Infection control training</li> <li>- basic food hygiene</li> <li>- Knowledge of health and safety/COSHH</li> <li>- Manual handling</li> <li>- Emergency first aid</li> <li>- Fire awareness</li> </ul>