



Job Description

Job Title: Domestic

Based at: Homelessness and Modern Day Slavery Services

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
Complete job role, as requested	<ul style="list-style-type: none">• Carry out cleaning and housekeeping duties in line with service cleaning schedules and accommodation standards, ensuring a clean, safe, and welcoming environment for all service users and staff.• Prepare rooms promptly and thoroughly after a service user has exited the service, ensuring all personal items are removed and rooms are made ready for future occupancy in accordance with organisational standards.• Immediately report and safely isolate any biohazard materials, drug paraphernalia, or concerning items found during cleaning (e.g., sharps, blood, bodily fluids) by following infection control protocols and escalation procedures.• Clean and disinfect all floor surfaces in designated areas, including removal of debris, spillages, and shampooing of carpets or rugs as required.• Clean furniture, fixtures, fittings, and soft furnishings using appropriate cleaning agents and equipment, ensuring infection control practices are maintained at all times.• Clean internal windows, walls, doors, and skirting boards using appropriate equipment and tools, adhering to safety and access protocols.• Ensure sanitary areas including bathrooms, toilets, and kitchens are cleaned to a high standard using colour-coded cloths and equipment in line with COSHH and infection prevention guidelines.• Safely collect and dispose of all domestic and clinical waste in line with appropriate protocols.• Maintain an organised and efficient working pattern, prioritising tasks according to service needs and in line with Service manager's advise.

- | | |
|--|---|
| | <ul style="list-style-type: none">• Report any repairs, damages, or safeguarding concerns observed while working within the premises to the service manager immediately, in line with organisational safeguarding and maintenance procedures. |
|--|---|

<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>	<p>Maintain a safe working environment Report all incidents or potential hazards</p> <p>Report any faulty machinery to the Service Manager/Senior Support Worker, ensuring it is labelled and isolated to prevent further use</p> <p>Know how equipment works and keep equipment in good working order</p> <p>Order Personal Protective Equipment, in line with budget</p> <p>Work to safe systems of work for infection control when dealing with bodily waste/fluids</p> <p>Stock check cleaning materials and request order</p> <p>Ensure that all products used within the service have the required COSHH data sheet</p> <p>Direct maintenance workers to the area required advising them of potential risks within the service at that time.</p>
<p>Be familiar with and adhere to internal and external policies and standards</p>	<p>Ensure relevant standards are followed at all times and maintained</p> <p>Maintain good working knowledge of relevant standards in order to implement safely and appropriately</p>
<p>Continuous self development to ensure knowledge and skills are relevant to the service</p>	<p>Keep up to date with skills and knowledge Attend mandatory training</p> <p>Attend other training and development activity where appropriate (Positive Behaviour Support Training)</p> <p>Participate in development reviews</p> <p>Read and seek to understand all relevant communication e.g. written communication,</p> <p>Attendance at meetings as required</p>
<p>Actively support the vision, philosophies and values of the Charity</p>	<p>Promote the core values of the Charity i.e. Hospitality, Compassion and Respect.</p> <p>Act in a non-discriminatory manner Maintain confidentiality at all times</p> <p>Undertake any other duties that are in keeping with the values of the Charity that you have the skill/ability to carry out</p>

Dimensions	
Level of Disclosure: Enhanced	
Person Specification	
<u>Essential</u>	<u>Desirable</u>
<p>An ability to demonstrate the core values of the Charity</p> <p>If applicable, where Care Standards have set an age criteria, age must be proven</p> <p>Domestic/cleaning work</p> <p>Able to work as part of a team and using your own initiative</p> <p>Ability to respond to guidance and direction</p> <p>Flexibility</p>	<p>Knowledge of health and safety/COSHH</p> <p>Manual handling certificate</p> <p>Emergency first aid certificate</p> <p>Fire awareness certificate</p>