

JOB DESCRIPTION

Domestic Assistant (non-residential)



JOB PURPOSE

To maintain a high standard of hygiene and cleanliness within the service.

PRINCIPAL ACCOUNTABILITIES

- Domestic duties as required by the schedule.
- Maintain storage of cleaning materials etc. and advise the line manager of requirements and ensure that all cleaning materials/chemicals are stored appropriately and safely and in accordance with COSHH regulations.
- Purchase items when needed.
- Advise the line manager of any repairs required to equipment or the service building.
- Responsibilities may include securing doors and windows, setting alarms, key-holding for access/egress as required.

SCOPE FOR PLANNING AND ORGANISING

The post holder will report to the Service Manager.

The post holder plans and organizes daily tasks including cleaning and maintenance of unit working to a daily cleaning schedule.

DECISION MAKING AND USE OF JUDGEMENT

The job is routine in nature and the post holder will refer all problems to the line manager.

Post holder will have a level of autonomy over the role.

Post holder will be expected to maintain confidentiality at all times in relation to people who use or have contact with the service.

RELATIONSHIPS

Post holder will be expected to communicate with other staff members.

QUALIFICATIONS

None required.

KNOWLEDGE/SKILLS

The knowledge required for this job would typically be gained through demonstration on the job.

EXPERIENCE

None required.