

# East Park

## Job Description

<b>Job Title:</b>	Domestic Assistant
<b>Responsible to:</b>	Assets & Facilities Manager
<b>Responsible for:</b>	N/A
<b>Working Environment:</b>	Internal / External
<b>External Contacts:</b>	N/A
<b>Date of Last Review:</b>	May 2019

### **JOB PURPOSE**

To provide East Park with a high standard of domestic duties in the main building and houses off-site in compliance with Health and Safety and Environmental Health requirements.

To maintain the high standards as laid down by the domestic supervisor within all areas of East Park and houses off-site.

### **KEY RESPONSIBILITIES**

- To ensure that all areas within the main building and houses off site are cleaned and serviced to the highest standard as instructed by the Assets & Facilities Manager
- To undertake all general cleaning duties which will include hoovering, dusting and mopping of hard floors
- To ensure the appearance of East Park's floors are enhanced by machine scrubbing and spray buffing methods
- To ensure all sanitary areas are serviced and maintained to the very highest standard of cleanliness
- To understand and operate in a safe and professional manner all electrical cleaning equipment such as:
  - High-speed scrubber/Polishing machine
  - Vacuum
  - Carpet shampoo machine
- To ensure all cleaning agents and chemicals used in carrying out these duties are used and stored in a correct and safe manner following "COSHH" guidelines
- To ensure all domestic duties are carried out to the very highest standard as per related work schedule
- To understand "COSHH" and complete all Health & Safety and Job Skills training as required

### **GENERAL RESPONSIBILITIES**

- Any other duties as directed by the Assets & Facilities Manager or SMT
- To comply with East Park's Safeguarding policies
- To comply with East Park's Health and Safety policy
- To comply with East Park's Equal Opportunities policy
- To promote Confidentiality as detailed in East Park's Code of Conduct policy
- Promote East Park at all times
- Treat both internal and external colleagues with respect and secure effective working relationships with all colleagues across East Park

# East Park Person Specification

**JOB TITLE:** Domestic Assistant

<b>KEY FACTORS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good standard of education</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety qualification</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• At least 3 years' experience in a similar position</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in education and/or care working environments</li> <li>• Experience of working in a charity</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of cross infection and COSHH regulations</li> </ul>	<ul style="list-style-type: none"> <li>• An awareness of children's rights</li> <li>• An understanding of the roles of a variety of disciplines working with children and young people e.g. social work, health, education</li> <li>• Knowledge of current child care and child protection legislation and practice</li> </ul>
<b>Expertise &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Skilled in the use of carpet shampoo and other electrical cleaning equipment</li> <li>• Skilled in the use of a high-speed polishing machine</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use own initiative if required</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to work as part of a team and accept direction</li> <li>• Pleasant manner and smart appearance</li> <li>• Work with confidence</li> </ul>	<ul style="list-style-type: none"> <li>• A genuine commitment to equality and diversity</li> <li>• Willingness to undertake any necessary training to update skills as and when required</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Flexibility in work settings – may be required to visit any East park site</li> <li>• Commitment to continuous improvement and continued professional development</li> </ul>	