

## **JOB DESCRIPTION**

**Job Title:** Domestic Supervisor

**Reports to:** Estates Manager

**Responsible for:** The Domestic Assistants

**Salary:**

### **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 ensure high cleaning and sanitation standards are maintained within all areas of East Park and houses off-site.

### **Main Duties:**

1. Instruct the Domestic Assistants to ensure that all areas within the main building and houses off site are cleaned and serviced to the highest standard.
2. To monitor and maintain and replenish cleaning stock and equipment regularly.
3. To distribute cleaning stock and supplies weekly to all sites.
4. To supervise the workload of the domestic team and ensure the workload is distributed fairly and effectively.
5. Lead by example within the staff team in setting standards for working practices.
6. To undertake all general cleaning duties which will include hoovering, dusting and mopping of hard floors.
7. To ensure the appearance of East Park's floors are enhanced by machine scrubbing and spray buffing methods.
8. To ensure all sanitary areas are frequently serviced and maintained to the very highest standard of cleanliness.
9. 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
10. 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
11. To ensure all domestic duties are carried out to the very highest standard as per related work schedule.
12. To understand "COSHH" and complete all Health & Safety and Job Skills training as required.
13. Ensure Domestic Staff are trained appropriately for all the aforementioned cleaning duties.

This list is not exhaustive and may be added to or amended following a process of consultation.

**EAST PARK**  
**PERSON SPECIFICATION**

**POSITION: Domestic Supervisor**

<b>KEY FACTORS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Knowledge of cross infection and COSHH regulations.</li> </ul>	
<b>WORK EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience supporting and supervising staff.</li> <li>• Experience using vacuum, carpet shampoo and other electrical cleaning equipment.</li> <li>• Work with confidence and use own initiative when required.</li> <li>• Experience delegating workloads and of managing and maintaining stock levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous work experience in same environment of young people with additional support needs.</li> <li>• Previous experience in similar employment preferable.</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 with excellent personal hygiene.</li> <li>• To undertake any necessary training for the role and to update skills as and when required</li> <li>• Excellent Timekeeping abilities, punctual</li> <li>• Demonstrates an understanding of and commitment to equality, diversity and inclusion.</li> <li>• Conscientious in attention and application to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to plan, take initiative and follow through on tasks.</li> <li>• Self-reliant, able to work as part of a team to lead and motivate others.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• IT Proficiency: in particular experience using MS Office.</li> </ul>	