

**Job Description**

**Post Title:** Domestic AA544

**Evaluation:** 312 points **Grade:** N02

**Responsible To:** Manager/ Officer in Charge

**Responsible For:** N/A

**Job Purpose:** To maintain the required standards of cleanliness in premises and deliver these duties within the relevant framework of policies, procedures and legislation.

**Main Duties:** The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To clean designated areas to ensure they are kept in a hygienic condition.
- 2 To operate powered equipment including domestic type laundry equipment.
- 3 To undertake dining room duties such as laying and clearing tables as required.
- 4 To undertake basic preparation of food.
- 5 To assist in the provision of tasks relating to the physical needs of service users (for example care of clothing).
- 6 To keep equipment in good working order and a clean condition.
- 7 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 8 To promote and implement the Council's equal opportunities policies in all aspects of employment and service delivery.

## Job Profile – Domestic – 312 points

Factor	Level	Description
Knowledge	3	As a domestic the jobholder needs knowledge of powered and other cleaning equipment. Must be able to use appropriate products and equipment to reflect cleaning of different areas. Needs an understanding of COSHH regulations and general hygiene procedures and practice. Commitment to on the job training.
Mental Skills	1	As a domestic the majority of work undertaken is covered by existing rules and procedures. You will need to solve everyday problems with straightforward solutions.
Interpersonal Skills	2	Ability to exchange information effectively and tactfully with service users, service providers and contractors.
Physical Skills	3	Need to be able to demonstrate precision in the use of electrical cleaning equipment such as floor cleaner, vacuum and carpet shampooers.
Initiative and Independence	2	Most tasks covered by instructions but order of tasks can be decided depending on situations that day. Able to recognise difficult situations and seek support.
Physical Demands	2	As a domestic, the jobholder will have to stand or walk for up to 80% of the working day or shift. Lifting/carrying is also a feature requiring a considerable level of effort for up to 25% of the working day or shift.
Mental Demands	1	Jobholder must be aware of the needs of working with vulnerable people.
Emotional Demands	3	Job involves contact with vulnerable people who may on regular basis place emotional demands on the jobholder.
Responsibility for People	2	Undertaking domestic duties giving direct benefit to service users and users of building.
Responsibility for Supervision	1	Not required to supervise.
Responsibility for Financial Resources	1	No direct responsibility.
Responsibility for Physical Resources	2	Responsible for cleaning building. Also required to keep equipment clean and in good working order at all times
Working Conditions	3	As a domestic you will work outside for between 10 and 25% of the day. Verbal abuse can be experienced by the jobholder, but he/she does not need to respond to this.