

JOB DESCRIPTION

DOMESTIC ASSISTANTS



Main purpose of the role:

Domestic Assistants are responsible for the maintaining the cleanliness of non-residential areas and sometimes residential areas in which they work by performing various cleaning duties.

Organisational structure

The post holder is accountable to the Cleaning Supervisor for day to day duties, with a responsibility to the Senior Housekeeper.

Responsibilities/ duties:

1. Employee must comply with proper safety policies and procedures as required (i.e. when using cleaning chemicals, reporting incidents, etc).
2. Cleaning, washing, sweeping, mopping, dusting, polishing and vacuuming of designated areas to the required standard.
3. Emptying litter bins, etc., and removing waste to designated areas.
4. Cleaning of toilets and washrooms to the required standard where allocated.
5. Spray cleaning, scrubbing and polishing of floors.
6. Using powered equipment where necessary (scrubbing/polishing machines, wet pick up machines, vacuum cleaners, steam cleaners, carpet cleaning machines).
7. Cleaning of surfaces and other furniture as directed.
8. Clearing up after flooding and/or any other emergency cleaning.
9. Comply with requirements of rota and working arrangement and report absences as soon as practical.
10. Work flexibly and across areas as directed by the Senior housekeeper/cleaning supervisor.

Other Duties

To undertake additional duties as required throughout the School, commensurate with the level of the job.

Health and Safety Responsibilities

All employees will ensure that they:

1. Take care of their own safety and that of others
2. Comply with health and safety procedures and instructions,
3. Will not neglect, misuse, damage anything provided in the interest of health and safety,
4. Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken,
5. Undergo any training or instruction to enable them to work competently and safely.



Loretto

Key Working Relationships

The role focuses on positive face to face interactions with children and young adults as well as the rest of the housekeeping team. However, the post holder would be expected to maintain positive relationships with other staff members (E.g. Teaching, Estates, etc) as well as occasional contact with parents through the House, and external parties, such as external medical staff.

Key working relationship include:

1. Housekeeping team
2. All pupils
3. Other Loretto Staff, including teachers and estates team
4. Occasional interaction with parents

Skills, Experience and Qualifications

Experience:

No specific experience is required, however past experience in a domestic services environment would be advantageous.

Skills:

The post holder will need to be:

1. able to work well within a team
2. able to work flexibly as directed
3. willing to undertake training as required to ensure they work safely