

## **JOB DESCRIPTION**

### **DOMESTIC ASSISTANT**



#### **Main purpose of the role:**

Responsible for maintaining the cleanliness of non-residential areas and sometimes residential areas by performing various cleaning duties.

#### **Organisational structure**

Reports to the Facilities Housekeeping Managers and Deputy of Estates.

#### **Responsibilities/ duties:**

1. You will 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.
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.
10. Work flexibly and across areas as directed by the Facilities Housekeeping Managers.

#### **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. The post holder would also be expected to maintain positive relationships with other staff members (e.g., Teaching, Estates, etc) as well as occasional contact with parents through the boarding houses, and external parties, such as medical staff.

Key working relationship include:

1. Housekeeping team
2. All pupils
3. Other Loretto Staff, including Teachers and the Estates Team
4. Occasional interaction with parents

### **Skills, Experience and Qualifications**

Experience:

No specific experience is required, however previous 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 safety