Job Description & Person Specification

Job title **Domestic**

Directorate Operations

Reports to TBC

Supervises N/A

Purpose of the Job

To ensure that the standard of cleanliness and hygiene within the offices are maintained to the highest level.

Main Duties

- To be responsible for the day to day cleaning of the building, ensuring a high-quality standard of cleaning is maintained and safe environment is provided for all people supported, employees and visitors
- To be responsible that an adequate stock of cleaning materials is maintained, safely stored, logged and risk assessed in accordance with COSHH and Health and Safety requirements
- To ensure all domestic cleaning, electrical and manual equipment is clean, in good working order and stored appropriately and safely
- Observe and report on the need for repairs and maintenance of fabric, furniture and fittings
- Manage and deal with any cleaning task(s) that may arise in an emergency whilst on shift
- Organise and carry out deep cleaning schedules as required and in line with quality standards
- To be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role within your Personal Development Plan agreed with your manager
- To carry out additional duties and tasks that may be required within the range of the responsibilities of the post
- Work to Shaftesbury policy and procedures
- Work to Shaftesbury values

Job Description & Person Specification

Working Relationships:

Internal – Working with all teams and staff across the organisation

External – Suppliers, Agencies, Health & Social Care Professionals, Families and Carers

This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder's duties.

Job Description & Person Specification

Person Specification

Essential Experience

Qualifications:

- Evidence of sound level of general educational attainment, including GCSE Maths and English.

- Evidence of continued professional and personal development

Knowledge:

- A good knowledge of Health & Safety requirements
- A good knowledge of how to operate domestic equipment

Experience:

- Experience of cleaning in an office environment
- Experience of infection control practices
- Experience of cleaning services

Technical/Work based skills:

- Ability to communicate clearly and concisely, both written and verbally
- Able to work on your own initiative and be a team player
- Ability to operate domestic and catering equipment and be able to move and handle loads
- Willingness to learn new tasks and undertake further training

General Skills/ Attributes

- Willing to undertake any other training relevant to the role
- Reliability and ability to fulfil contracted hours as per allocated rota

Shaftesbury
General Information

This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder duties.

SAFEGUARDING

Shaftesbury is committed to safeguarding and promoting the welfare of adults, young people and children and expects all employees to share this commitment and follow our safeguarding policies and procedures.

EQUALITY AND DIVERSITY

Shaftesbury is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Shaftesbury aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The post holder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

CHRISTIAN ETHOS AND VALUES

The post holder must carry out all duties in a manner which is consistent with Shaftesbury values which are based on an inclusive Christian ethos.

POLICIES AND PROCEDURES

The post holder must also maintain the policies, procedures and practices of the organisation and as far as possible, must ensure that all activities within the work setting are consistent with those values, policies, procedure and practices.

CONFIDENTIALITY

The post holder must ensure that any information relating to employees, people supported and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

HEALTH AND SAFETY

The post holder must be familiar with Shaftesbury Health and Safety policies and guidelines. All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety and that of others affected by their work.

Shaftesbury
General Information

I have read and understood the job description outlined above. I confirm that I am capable of fulfilling the responsibilities and requirements of this role. I agree to perform the duties to the best of my ability and in line with the company's expectations.

Employee Signature: _____

Employee Name (Printed): _____

Date: _____