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| Last updated: | January 2020 |

**JOB DESCRIPTION**

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| Post title: | **Domestic Assistant** | | |
| Academic Unit/Service: | Estates and Facilities – Residential Services | | |
| Faculty: | Professional Services | | |
| Career Pathway: | Community and Operational (CAO) | Level: | 1a |
| \*ERE category: | n/a | | |
| Posts responsible to: | Facilities Team Leader | | |
| Posts responsible for: | None | | |
| Post base: | Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To undertake individually or as a member of a team the cleaning of designated areas to ensure that they are kept in a clean and hygienic condition. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Cleaning to a specified standard to include (but not limited to):  a) Mop sweeping, damp mopping.  b) Suction cleaning.  c) Machine buffing/spray cleaning/scrubbing & drying.  d) Carpet cleaning (hot water extraction method).  e) Interior window panel cleaning.  f) Dusting/damp wiping/washing/polish application.  g) Sanitary appliance cleaning/fixtures/fittings.  h) Replenish toilet requisites.  J) External waste and recycling  k) Litter picking  L) Waste Removal | 80 % |
|  | Security:  a) Security of keys issued, all keys must be signed for on issue and return.  b) Responsible for locking each room after cleaning and re-setting any alarms. | 5 % |
|  | Safety  a) Comply with COSHH Regulations.  b) Follow safety procedures, including use of PPE | 15 % |

| Internal and external relationships |
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| Reception staff  Waste and Recycling teams  Contract cleaning teams |

| Special Requirements |
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| Some weekend working may be required during busier periods |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, Knowledge and Experience: | Basic literacy and numeracy  Some cleaning experience  Experience of operating electrical cleaning equipment | Manual handling competence  Some knowledge of COSHH Regulations | Application  And/or Interview |
| Planning and Organising: | Able to follow basic schedules of work |  | Interview |
| Problem Solving and Initiative: | Ability to notice and report any defects to building interiors |  | Interview |
| Management and Teamwork: | Ability to work within a team |  | Application and Interview |
| Communicating and Influencing: | Ability to communicate with staff at all levels |  | Application and Interview |
| Other Skills and Behaviours: | Attention to detail |  | Application and Interview |
| Special Requirements: | Neat clean and tidy appearance  Able to work 52 weeks per year |  | Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  | X |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  | x |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: Dust |  | x |  |
| Frequent hand washing |  | x |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  | x |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers, buffer) | x |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | x |  |  |
| Repetitive crouching/kneeling/stooping |  | x |  |
| Repetitive pulling/pushing | x |  |  |
| Repetitive lifting |  | x |  |
| Standing for prolonged periods |  |  | x |
| Repetitive climbing (ie: steps, stools, ladders, stairs) | x |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height | x |  |  |
| Repetitive reaching at shoulder height | x |  |  |
| Repetitive reaching above shoulder height | x |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public | x |  |  |
| Lone working | x |  |  |
| ## Shift work/night work/on call duties |  |  | x |