|  |  |
| --- | --- |
| Last updated: | July 2020 |

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Post title: | **Domestic Assistant** |
| Academic Unit/Service: | Estates and Facilities |
| Faculty: | Professional Services |
| Career Pathway: | Community and Operational (CAO) | Level: | 1a |
| Posts responsible to: | Assistant Domestic Services Manager (Level 3)Domestic Supervisor (level 1b) |
| Posts responsible for: | None |
| Post base: | Non Office-based (see job hazard analysis) |

|  |
| --- |
| 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 which may include: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. | 80 % |
|  | Security: a) Security of keys issued, all keys must be signed for on issued and return.b) Responsible for locking each room after cleaning and re-setting any alarms. | 5 % |
|  | Safetya) Comply with COSHH Regulations.b) Follow safety procedures.c) Follow all training and safety processesd) Wear PPE as appropriate | 15 % |

| Internal and external relationships |
| --- |
|  |

| Special Requirements |
| --- |
|  |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, Knowledge and Experience: | Basic literacy and numeracySome cleaning experience Experience of operating electrical cleaning equipment | Manual handling competenceSome knowledge of COSHH Regulations  | ApplicationAnd/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 |  | Interview |

**JOB HAZARD ANALYSIS**

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

|  |  |
| --- | --- |
| [ ]  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. |
| [x]  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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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) |  |  |  |
| 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 |