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**JOB DESCRIPTION**

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| Post title: | **Domestic Assistant** | | |
| Faculty: | Estates and Facilities | | |
| Career Pathway: | Community and Operational (CAO) | Level: | 1a |
| Posts responsible to: | Domestic Supervisor (Level 1b) / Assistant Domestic Services Manager (Level 3) | | |
| 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:  a) Mop sweeping, damp mopping.  b) Suction cleaning.  c) Machine buffing/spray cleaning/scrubbing and 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.  i) Bio-hazard cleaning (bodily fluids). | 60 % |
|  | 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. | 20 % |
|  | Safety:  a) Comply with COSHH regulations.  b) Follow safety procedures. | 15% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Basic numeracy and literacy.  Learning gained through some work experience and training in a similar role.  Experience of operating electrical cleaning equipment.  Able to apply a basic knowledge of established practice and procedures and display an awareness of customer needs. | Manual handling competence.  Some knowledge of COSHH regulations. |  |
| Planning and organising | Able to carry out allocated, prescribed tasks to time and to the standard required. |  |  |
| Problem solving and initiative | Able to solve basic problems by adhering to established practices and procedures.  Able to use own judgement as to when to seek advice from a more senior colleague.  Able to notice and report damage and defects to building interiors. |  |  |
| Management and teamwork | Able to actively participate in the team.  Able to maintain a positive outlook and show flexibility to new ideas and approaches, consistently achieving service standards. |  |  |
| Communicating and influencing | Able to provide and obtain basic information and assistance. |  |  |
| Other skills and behaviours | Attention to detail. |  |  |
| Special requirements |  |  |  |

**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 |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  | 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) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| 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 |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  | x |