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**JOB DESCRIPTION**

**Job Title: Domestic Assistant**

**Department: Facilities**

**Responsible to: Domestic Manager**

**Location: Shakespeare Street, various locations across Nottingham**

**Hours: 37.5 hours per week**

**Salary: £8.75 per hour, £17,128.13 per annum**

**Job Purpose**

* To be responsible for the overall cleanliness and tidiness of allocated areas of the Nottinghamshire YMCA Shakespeare Street hostel and various other sites as and when required
* To support the development of an organisational culture that puts our Christian Core Values– Caring, Honesty, Respect and Responsibility - at the centre of all we do

**Principal Responsibilities**

* 1. To carry out cleaning duties in the hostel including residents rooms, kitchens, toilets, showers and communal areas etc
  2. To check rooms and report any issues e.g. health and safety, damage, maintenance etc. in a timely and appropriate way
  3. To have due regard for health and safety issues that fall within the areas of work including within COSHH and Nottinghamshire YMCA guidelines when handling substances
  4. To provide cover for other cleaning staff as required including at the YMCA Gym, Transitional Homes and Mansfield Hostel.

**Responsibilities of all YMCA staff, casual workers and managers**

**1 Ambassador for the YMCA**

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA’s core values, mission, vision, and ethos and to positively and proactively protect the YMCA’s reputation.

**2 Other Duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

**3**  **Discretion to Act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive directly or through an appropriate manager.

**4** **Relationships and Confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

**5 Association Ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

**6 Health and Safety**

To adhere to the Association’s Health and Safety policies at all times.

**Line Management Responsibility:**

No direct line management but the post holder will be expected to supervise trainees, volunteers, temporary workers and work experience placements as required.

**PERSON SPECIFICATION**

**Please ensure that you address all the requirements marked with an “A”**

**in the final column as we will be looking for this information when Shortlisting**

**Job Title: Temporary Domestic Assistant (Maternity Cover – up to 12 months)**

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| ***Criteria*** | ***Requirements*** | ***How Assessed\**** |
| **1 Experience** | 1 Previous cleaning experience in a similar environment | A, I |
| 2 Experience of working with/around a diverse client base | A, I |
| **2 Knowledge and qualifications** | 1 Knowledge of the health and safety issues surrounding cleaning work | A, I |
| 2 Awareness of current COSHH regulations | A, I |
| 3 Awareness of colour coding system with regard to specific areas of work | A, I |
| **3 Skills & Abilities** | 1 Ability to work with minimal supervision and use initiative | A, I |
| 2 Ability to work alone and as part of a team | A, I |
| 3 Ability to work with discretion and integrity | I |
| 4 Ability to demonstrate reliability and commitment | I |
| **4 Other work related requirements** | 1 Ability to support the Christian core values of the Association | A, I |
| 2 Willingness to undergo a satisfactory DBS check and registration to the Update Service | D |
| 3 Understanding the needs of people from diverse cultural, social and racial backgrounds | A, I |
| 4 Ability to cover for other cleaning staff as required | A, I |
|  | 5 Must have full driving licence and access to own vehicle, as travel between sites will be essential to the role | A, D |

**\*When Assessed** – (A) on Application form, (I) At Interview, (T) During Test,

(D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc

*Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity*

*Nottinghamshire YMCA is committed to the protection of children and vulnerable adults*