

Job Description

Job Title:	Domestic Coordinator – County
Department:	Facilities
Responsible to:	Domestic Manager
Location:	Based at Mansfield Hostel, with travel to various sites across the county as required
Hours:	37.5 hours per week
Salary:	£18,009 per annum

Job Purpose

- To be responsible for the overall cleanliness and tidiness of allocated areas of the Nottinghamshire YMCA Shakespeare building
- To provide day to day supervision and line management for the Domestic Team based at Mansfield Hostel
- 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 provide day to day supervision and line management for the Hostel Domestic Team
2. To take a lead on inducting new domestic staff and training existing staff
3. To carry out cleaning duties in the hostel including residents' rooms on departures, and all communal areas
4. To undertake laundry duties
5. To check rooms and report any issues e.g. health and safety, damage, maintenance etc. in a timely and appropriate way
6. To have managerial responsibilities for health and safety issues that fall within the areas of work including within COSHH and Nottinghamshire YMCA guidelines when handling substances
7. To organise cover and provide cover for Domestic staff absences etc. at the YMCA Hostel
8. To work with Domestic Manager to ensure accurate record keeping, monitoring, budgeting, ordering, timesheets etc for the Domestic Team
9. To provide line management of the Transitional Domestic Team based within the County, plus supervision of work placements, trainees etc. as required
10. To create Task Cards
11. To perform deep cleans as and when necessary
12. To be responsible for stock management
13. To organize and run cleaning audits
14. To be responsible for equipment procurement
15. To be the point of contact for all domestic transitional matters including
16. To fully manage the Transitional Domestic Team training matrix

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 Officer 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.

Line Management Responsibility:

Domestic Assistants

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: Domestic Team Coordinator

<i>Area</i>	<i>Criteria</i>	<i>How Assessed*</i>
1 Experience	1.1 Previous cleaning experience in a similar environment	A, I
	1.2 Experience of working with / around a diverse client base	A, I
	1.3 Knowledge of the health and safety issues surrounding cleaning work	A, I
	1.4 Awareness of current COSHH regulations	A, I
	1.5 Awareness of colour coding system with regard to specific areas of work	A, I
2 Skills and Abilities	2.1 Ability to work with minimal supervision and to use initiative	A, I
	2.2 Ability to supervise and train new and existing staff	A, I
	2.3 Ability to work alone and as part of a team	A, I
	2.4 Ability to work with discretion and integrity	I
	2.5 Ability to demonstrate reliability and commitment	I
	2.6 Ability to undertake administrative and financial duties	A, T
	2.7 Ability to use email, enter data onto database programmes etc	A, T
	2.5 Ability to support the Christian core values of the Association	A, I
	2.6 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service OR hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the DBS Update Service	A, I
	2.7 Ability to understand the needs of people from diverse backgrounds	A, I

***How Assessed** – (A) on application form, (I) at interview, (T) during a test, (D) from documentary evidence e.g. qualifications, driving license etc (relevant documents will be checked at the interview stage)

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

Nottinghamshire YMCA is committed to the protection of children, young people and adults at risk