

JOB DESCRIPTION

Job Title: Domestic Assistant (YMCA Gym)
Department: Health, Wellbeing and Sport
Responsible to: Gym Manager / Domestic Manager
Location: The YMCA Gym, Shakespeare Street NG1 4FG
Hours: 10 hours per week (Sat & Sun afternoon/evenings)
Salary: £9.01 per hour

Job Purpose

- To be responsible for high levels of cleanliness and tidiness in the YMCA Gym including showers, changing rooms, toilets, corridors, exercise studios, staff rooms, communal areas etc
- To create a clean, safe, welcoming and attractive gym environment for gym members
- To display good levels of customer service to members and clients and be polite and courteous towards them at all times
- To support the development of an organisational culture that puts our Christian Core Values at the centre – Caring, Honesty, Respect and Responsibility.

Principal Responsibilities

1. To carry out all cleaning duties in the YMCA Gym including dry and wet mopping, rota-washing, dusting, vacuuming, de-scaling, cleaning sinks, showers and toilets, emptying bins and removing litter etc
2. To replenish soap dispensers, hand towels, toilet roll dispensers and to work as part of a team to ensure good stock control and ordering of supplies
3. To check all rooms and areas and report any issues eg health and safety, damage, maintenance etc in a timely and appropriate way
4. 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 and manual handling
5. To work to an agreed schedule of work but to also be responsive to cleaning issues as they arise and as directed by the Gym Managers and the Domestic Team Leader
6. To undertake deep cleaning of specified areas as directed
7. To undertake cleaning product stock checks periodically
8. To assist room hire clients, as and when required
9. To provide cover for other cleaning staff in the gym and potentially at other locations across Nottingham including in our Hostel as required and at times and days different to normal shifts

Responsibilities for 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:

None but the post holder will be expected to supervise trainees, work placements etc as directed.

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: Weekend Domestic Assistant (YMCA Gym)

Criteria	Requirements	How Assessed*
Experience	1.1 Previous cleaning experience in a commercial / business environment	A, I
	1.2 Experience of working with and around a diverse client base	A, I
Knowledge	2.1 Knowledge of health and safety issues surrounding cleaning work	A, I
	2.2 Good understanding of COSHH regulations	A, I
	2.3 Awareness of colour coding system with regard to specific areas of work	A, I
	2.4 Good understanding of manual handling	A, I
Skills & Abilities	3.1 Ability to work with minimal supervision and use initiative	A, I
	3.2 Ability to work alone and as part of a team	A, I
	3.3 Ability to work with discretion and integrity	I
	3.4 Ability to demonstrate reliability and commitment	I
	3.5 Good communication skills with staff , gym members etc	I
Other work related requirements	4.1 Ability to support the Christian core values of the Association	A, I
	4.2 Understanding the needs of people from diverse cultural, social and racial backgrounds	A, I
	4.3 Ability to cover for other cleaning staff as required	A, I

***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*