

JOB DESCRIPTION

Job Title:	Domestic Assistant (City)
Department:	Facility Team
Responsible to:	Domestic Team Leader
Location:	Nottingham Hostel, various locations across Nottingham
Hours:	37.5 hours per week (Mon – Fri 0800 – 1600hrs including 30mins unpaid break)
Salary:	£17,128.13 per annum (equivalent to £8.75 per hour)

Primary Roles & Responsibilities:

Work proactively with the Domestic Manager and Team Lead to maintain 100% business and operational continuity in line with departmental Operational & Strategic strategy across the wider association.

The professional provisions of soft services across the portfolio in the safe deliverance of domestic schedules, within a timely fashion to ensure their effective implementation and timely delivery to agreed KPIs.

Implement, communicate, and maintain the Domestic Team infection prevention strategy to reduce threat of infection outbreak

Drive the departments Quality Assurance Framework, focussing on Efficiency, Effectiveness & Economy.

Job Specifications:

- Responsible for the professional completion of Domestic services of the following:
 - Maintain minimum 2 x visits, per week, per property across allocated portfolio
 - Professional completion of our Cleaning Schedule of Work
 - The timely completion of our Deep Clean Programme
 - Property Acquisitions Deep Clean and Set Up as and when required
 - Audit Inspection of Planned Preventive Maintenance Programme across portfolio and necessary action plan for non-conformance
 - Quality Assurance of Garden / Window contracts within portfolio
 - Inputting of Reactive Maintenance Repairs (AMIS/Salesforce)
 - Notification of Departure's / Notice to Quit ensuring turnaround of bedroom within KPI (24hrs)
- Maintain all aspects of Health & Fire Safety, including compliance with applicable safety regulations, ensure full adherence of departmental risk assessment, with attention to:
 - COSHH
 - Infection Control
 - SHARPS & Bodily Fluid Equipment
- Planned Preventive Maintenance Audits: To carry out a monthly audit of the following across your respective portfolio and report any non-conformance within CAFM system for immediate action:

- Fire door safety inspection
- Fire alarm testing
- Fire Fighting Equipment inspection
- Fire Escape Corridors
- Legionella flushing of all water outlets
- Legionella descaling of all shower heads
- Quality Assurance Framework: Support the deliverance of the department core values:
 - Evaluate and provide necessary action plan on:
 - Performance Metrics (Efficiency of services)
 - Customer Strategy (Effectiveness of services)
 - Financial Data (Economy of Services)
- Line / Stakeholder Management: Must maintain good working relationships with our stakeholder managers for the deliverance of professional soft services.
- Supply Chain / Stock Management:
 - To have access to all available accounts & preferred suppliers list for procurement of materials / services in line with association purchasing policy.
 - To ensure a robust stock management procedure are in place across portfolio to provide accountability of stock on request.
- Contractor Management:
 - Support the access/supervision of approved works to all estates.
- You must hold a UK Driving License and have access to your own vehicle which can be used for business purposes as you will need to be able to travel extensively across the wider association portfolio.

General Responsibilities

1 Other Duties

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

2 Discretion to Act

To exercise discretion in the performance of the duties of the post and to use best practice commensurate with the safety of clients and colleagues, and 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.

3 Relationships

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 is extremely serious and may lead to dismissal

4 Personal Development

To play an active role in the development and implementation of your individual development plan.

5 Association Ethos

To support the Christian aims, objectives, ethos and core values of the Association. The Association is committed to equality of opportunity in recruitment, employment and service delivery and expects all staff 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

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 Assistant

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
	1 Must have own transport and full driving license.	A, I, 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