

JOB DESCRIPTION

Job Title: Domestic Assistant (County Transitional Homes)
Department: Facility Management Team
Responsible to: Domestic Manager
Location: Transitional Houses, various locations across Nottinghamshire
Hours: 37.5 hours per week (Mon – Fri, 8:00 – 16.00)
Salary: National Minimum Wage dependent upon age

Job Purpose

- To be responsible for the overall cleanliness and tidiness of allocated areas of the Nottinghamshire YMCA County Transitional Homes and various other sites as and when required in Mansfield.
- 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 Transitional homes including residents rooms, kitchens, toilets, showers and communal areas etc
- 2 To check rooms and report any issues eg 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, Shakespeare Street hostel and Mansfield Hostel.

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
	5 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