

HIGHTOWN HOUSING ASSOCIATION

Martin House

JOB DESCRIPTION

DEPARTMENT: Homelessness' Martin House

JOB TITLE: Domestic Assistant

RESPONSIBLE TO: Homeless Scheme Manager/
Operations Manager

JOB SUMMARY

Responsible for ensuring a good standard of cleanliness and hygiene is maintained throughout the building at all times.

SPECIFIC DUTIES

1. Ensure that all kitchen areas are kept thoroughly clean and hygienic.
2. Ensure that cookers, sinks and fly trap are clean, free from grease and debris. Washing floor, skirting boards, doors and inside of windows.
3. Ensure that all bathrooms are kept clean, including the disinfection of toilets, showers and floors.
4. Maintain clean and tidy common areas: including dusting, polishing, vacuuming, regular laundering of emptying bins, washing paintwork.
5. Ensure that all floors throughout the building are washed daily.
6. Clean rooms that are empty if needed, including dusting, polishing, vacuuming, wiping down furniture, cleaning sink areas and paintwork.
7. Ensure carpets are vacuumed to a good standard and on occasion use carpet cleaner.
8. Keep regular check of cleaning supplies and to request stock when necessary under the direction Homeless Operations Manager or Services Manager
9. Ensure the office areas are kept clean, including vacuuming, wiping down paintwork/desks, emptying bins and polishing.
10. Ensure external areas are kept tidy and maintained including refuse area and smoking bin regularly emptied.

ADDITIONAL DUTIES

Any other reasonable duties at the request of the Scheme Manager or Operations Manager.

SPECIAL CONDITIONS OF SERVICE

Use of cleaning chemicals with protective clothing provided.

An enhanced DBS Disclosure is required for this post.

DOMESTIC ASSISTANT - PERSON SPECIFICATION

	Essential	Desirable
Experience		
Previous experience of working being a domestic cleaner		X
Previous experience on working within Care and Supported Housing		X
Ability To:		
Work as a member of a team	X	
Communicate effectively	X	
Use initiative	X	
Respect confidentiality	X	
Carry out practical task	X	
Personal Characteristic		
Supporting attitude	X	
Responsible and reliable	X	
Flexible approach	X	
Enthusiastic	X	
Knowledge & Understanding		
Knowledge of COSHH		X
Knowledge of Health and Safety		X