Cumberland Council

Post Specification

Date	**May 2023**
PG Number	**1564**
Post Title	**Domestic**
Job Family	**Operations**
Job Family Role Profile	**OP1**
Final Grade	**Grade 1**

To be read in conjunction with the job family role profile

Service Area description

Housing.

Purpose of this post

To maintain a high standard of cleanliness throughout the home/service unit and it's immediate parameters.

Adhere to the Infection Control Policy and promote good hygiene.

Key job specific accountabilities

- To clean all areas of the Homeless Accommodation sites to the required standard and in accordance with the programme/schedule of cleaning.
- Undertake domestic housekeeping duties as determined by the Homeless Accommodation sites schedule of cleaning and the needs.
- To ensure all cleaning and domestic equipment is clean and in good working order and to report any maintenance issues and faulty equipment to your Line Manager.
- To ensure all cleaning materials are used and stored in accordance with the Control of Substances Hazardous to Health regulations (COSHH).
- Take an active part in supervision and appraisal reviews to maximise opportunities for continuous personal development.
- Be alert and attentive throughout the shift in order to respond immediately to the needs of the Service User and to give appropriate support to colleagues as required.
- To remain in/at the workplace during paid Hours or until authorisation to leave has been granted by the supervisor/manager.
- Safeguard the security & welfare of Service Users by reporting and acting accordingly to any mistreatment or suspected mistreatment in line with Safeguarding Policy and the Social Care Council Code of Practice.

- Be prepared to undertake work at other housing establishments within the locality to meet service requirements. *(Each event / situation will be considered by management as to each individual's circumstances)*
- Take an active part in staff meetings to share good practice.
- Report to Supervisor, with out delay, any faults or defects in equipment/appliances or fabric of the building.
- You are responsible for your own Health & Safety and that of other people in the course of your work and you are expected to take any necessary/appropriate action to ensure this.
- You will co-operate with your employer to ensure that Health and Safety requirements are fully met.
- To undertake other duties and responsibilities appropriate to the role and as identified by your Line Manager/Supervisor.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post	
Budget Responsibilities	•
Staff Management Responsibilities	•
Other	•

Essential Criteria - Qualifications, knowledge, experience and expertise

	ESSENTIAL	DESIRABLE
Qualifications / Training	▪ Willingness to attend training as directed by your Line Manager.	▪ Knowledge of COSHH requirements ▪ Health & Safety in the work place
Knowledge	▪ An awareness of Safe Working Practices.	▪ An understanding of environmental Hygiene & Cleanliness.
Relevant experience	▪ Ability to follow planned programmes of cleaning.	▪ Experience in working in formal / cleaning setting.
Skills and abilities	▪ Verbal and written communication skills ▪ To be friendly, polite and helpful to all service users, colleagues, visitors and attending professionals. ▪ To contribute to effective team working, to develop and continually improve service.	▪ An understanding of the needs and lifestyle of service users.
Personal Circumstances	▪ To demonstrate a willingness to be flexible to meet the changing needs of service users, customers and the business unit	

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
  - DBS Enhanced - no barred list

Job working circumstances

Emotional Demands	•
Physical Demands	•
Working Conditions	•

Other Factors

•