

JOB DESCRIPTION

JOB TITLE:	Domestic Assistant
LOCATION:	Across Derventio Housing Trust's offices and project locations
ACCOUNTABLE TO:	Head of Maintenance & Regeneration Property Standards & Maintenance Office Supervisor

All contracts are based on a 40 hour week (pro rata + or -)

This role will require you to undertake an enhanced Disclosure and Barring Service (DBS) check and disclose information which would otherwise be considered "spent" under the provision of the Rehabilitations of Offenders Act 1974.

You must be prepared to wear an ID Badge and Security Tag.

JOB PURPOSE

To provide effective and efficient cleaning duties across DHT's offices and project locations. To provide essential basic fire and health and safety checks across DHT's properties and project locations.

DUTIES AND RESPONSIBILITIES OF THE POST

1. Empty waste bins or similar receptacles, transporting waste material to designated collection points.
2. Vacuuming of carpeted areas and where necessary to 'spot' clean, sweep and mop floors.
3. To dust, damp wipe, wash or polish furniture, ledges, windowsills, external surfaces of: cupboards, radiators, shelves and fitments.
4. To replenish consumable items (soap, toilet rolls, paper towels, etc).
5. To clean and disinfect WC bowls, sinks, baths, and showers.
6. To prepare and clean out rooms for new client/resident arrivals.
7. To undertake wall washing and inside windowpane cleaning, during periodic cleaning maintenance programmes.
8. Clean all kitchen areas and kitchen equipment including cookers, microwaves, fridges food preparation areas, work surfaces, kitchen utensils, crockery, etc when required. During periodic cleaning maintenance also clean and defrost freezers.
9. Maintain cleaning equipment (change vacuum bags regularly etc.) and ensure adequate stocks of cleaning supplies.
10. To respond to clients/residents in a respectful and caring manner.
11. To wear the issued items of protective clothing at all times, to ensure that Health and Safety regulations are adhered to at all times (particularly in relation to the needles procedure).
12. To carry out checks of properties, including fire safety checks (smoke alarms, equipment, etc) and general health and safety checks (hazard-spotting, checking for any repairs needed).
13. To report any health and safety concerns and/ or repairs required following the correct reporting procedure. Keep senior employees informed of any concerns you may have.
14. Carry out minor tasks at properties where appropriate e.g. Replacing light-bulbs, changing fuses, unblocking sinks etc
15. Complete any other reasonable duties within the overall function of the job, for example meter readings, etc. (This list is not exhaustive.)
16. To carry out basic maintenance repair duties where instructed.
17. To carry out light gardening duties where instructed.

18. Report on all relevant matters to the appropriate Head of Service and Human Resources.
19. To adhere to the company's financial regulations, standing orders, policies and procedures, in particular: Health & Safety, Confidentiality, Data Protection, Professional Boundaries and Customer Care.

Carry out any other reasonable duties within the overall function, commensurate with the level of responsibility of the post. For operational reasons, we also reserve the right to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested.

DEVELOPMENT AND TRAINING

To respond positively to new and alternative systems, and undertake training and development activities as identified.

HEALTH & SAFETY

To comply with relevant health and safety legislation, policies and procedures in the performance of the duties and responsibilities of the post.

EQUALITY & DIVERSITY

To support, promote & comply with the Company's Equality & Diversity policies in the performance of the duties and responsibilities of the post.

CONFIDENTIALITY & DATA PROTECTION

The Company requires all employees to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence. All employees are subject to the Data Protection Act 2018/UK GDPR.

PROFESSIONAL BOUNDARIES

To comply with the Company's Professional Boundaries policy and maintain professional boundaries at all times in relation to clients/residents, employees other organisations and people that we work with, in the performance of the duties and responsibilities of the post.

SAFEGUARDING

As part of your wider duties and responsibilities you are required to promote and actively support the Company's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

AGREEMENT OF JOB DESCRIPTION

I understand and accept the job duties and responsibilities as contained in the Job Description.

Sign: _____ Date: _____