



JOB DESCRIPTION

Job Title:	Domestic Person
Responsible to:	House Keeper
Salary:	Negotiable
Annual Leave:	20 days plus 8 statutory days Pro rata

EQUAL OPPORTUNITIES STATEMENT

Condover College is committed to becoming an equal opportunities employer. It is committed to promoting equal opportunities and preventing discrimination. This policy applies both to service delivery and to its own employment practices. You will be willing and able to demonstrate commitment to Condover College's Equality, Diversity, and Inclusion Policy.

GENERAL PURPOSES

- To ensure that the designated areas are maintained in a hygienic condition, taking into account the specialist nature of the College.
- Be flexible to accommodate residents/students individual academic and care needs

SPECIFIC RESPONSIBILITIES

1. To follow all legislation, guidelines and regulations relating to the Health & Safety and to also follow the college's policy procedures
2. Establish a routine which ensures that the designated areas are maintained in a hygienic condition, taking into account the specialist nature of the organisation, and be flexible to accommodate individual academic and care needs
3. To be responsible for domestic tasks, laundry and cleaning as appropriate to maintain a clean and safe environment for learners.
4. Participate in the safe handling and storage of appropriate cleaning materials when using them and after use, monitoring their use and identifying the need for stock replenishment.

5. Ensure that domestic equipment is used correctly and to inform the manager of equipment service needs or maintenance/ faults
6. To maintain the required standard of cleaning services using the correct procedures and frequencies
7. Co-operate when new methods of work/ frequencies of cleaning are introduced
8. Replenishing of all disposable, soaps etc
9. To collect and store of all cleaning materials and disposable equipment when issued
10. Correct use, cleaning and storage of cleaning equipment
11. Reporting hazards or potential hazards to the Manager of the scheme and to adhere to the requirements of the College health & Safety policy.
12. Reporting of infestation to the Manager of the scheme
13. Reporting mishaps, accidents, complaints etc to the Manager of the scheme
14. To contribute to the protection of the vulnerable adults
15. To deal with complaints in accordance with Condover College "Complaint" policy and procedure.
16. To appropriately use and care for equipment, furnishing and provisions within the college, with particular reference to health and safety regulations. Keeping the appropriate records.
17. To attend and participate in supervision and appraisal systems, staff meetings as required
18. To undertake appropriate training and development as identified and agreed in supervision/appraisal meetings.
19. To undertake any appropriate duties as directed by the House keeper

Policies and Procedures

The duties and responsibilities of the post will be undertaken in accordance with the policies and procedures and practices of Condover College

Signed: _____

Date: _____



Person specification

Position: Domestic Person

Factors	Essential	Desirable
Skills and abilities	<p>To work on own initiative and prioritise workload.</p> <p>To work calmly and effectively within the given timescales.</p> <p>Understand and maintain confidentiality</p> <p>The ability to be flexible</p>	To have some experience of working with people with learning difficulties.
Knowledge relevant to the post	A basic working knowledge and understanding of relevant legislation and guidance	
Experience	<p>Previous experience in a role of a Domestic Person</p> <p>The experience and skills to carry out a variety of hands-on tasks</p>	To have worked in the care field
Qualifications		<p>NVQ Level 2 in cleaning</p> <p>Manual handling training</p>
Any other requirements	A commitment to complete ongoing training and Continuing Personal Development.	Full Driving Licence.