

## Kent County Council

### Job Description: *Domestic Assistant*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Children Short Break Service</b>
<b>Grade:</b>	<b>KSA</b>
<b>Responsible to:</b>	<b>Registered Manager</b>

#### **Purpose of the Job:**

Undertake general tidying, cleaning and laundry duties as directed by a Shift Leader and in accordance with County procedures and practices and in compliance with Health & Safety Regulations and Fire Regulations.

#### **Main duties and responsibilities:**

- Provide a daily cleaning service for all rooms including toilets, bathrooms, kitchen etc. in accordance with cleaning rota to maintain high standards of cleanliness and hygiene at all times.
- Operate a variety of household appliances and equipment in accordance with the operator's manual and establishment practice in order to increase the efficiency and effectiveness of the job.
- Provide general tidying e.g., setting and clearing tables, replenishing supplies, kitchen duties and washing-up, as required in the Short Break Unit.
- Attend training courses as required.
- Comply with Health and Safety, Fire Regulations and other KCC policies.
- Provide daily washing, drying, ironing and storage of client clothing and household linens using appropriate laundry equipment and in accordance with care labels to maintain satisfactory levels of clean laundry.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Domestic Assistant*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>EXPERIENCE</b>	Experience of cleaning & maintaining a commercial building.
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Use of a range of cleaning equipment and appliances</li> <li>• Able to recognise problems and report to Shift Leader</li> <li>• Ability and willingness to attend training sessions to ensure skills are up to date.</li> <li>• Ability to complete basic documentation.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of day-to-day use of equipment and appliances</li> <li>• Knowledge of Health and Safety procedures relevant to the job such as: Moving and Handling; safe use of machinery and/or equipment; COSHH; Infection control; First Aid and Hygiene Practice, Lone working &amp; responsibilities.</li> <li>• Awareness of children's needs and perform duties whilst maintaining children's dignity, discretion and respect.</li> <li>• Awareness of Equality and Diversity issues.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>