

Kent County Council

Job Description: *Domestic Assistant*

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| Directorate: | Children, Young People, and Education |
| Unit/Section: | Children's In House Services |
| Grade: | KSA |
| Responsible to: | Registered Manager |

Purpose of the Job:

Undertake general tidying, cleaning and laundry duties as directed by home management and in accordance with County procedures and practices and in compliance with Health & Safety Regulations and Fire Regulations

Main duties and responsibilities:

- **Cleaning and Hygiene Standards:** Provide a daily cleaning service across all areas of the children's home, including bedrooms, bathrooms, toilets, kitchens and communal spaces, in line with the agreed cleaning rota to maintain high standards of cleanliness and hygiene at all times.
- **Laundry and Linen Management:** Undertake the washing, drying, ironing and appropriate storage of children's clothing and household linens, using correct laundry equipment and following care labels to ensure consistently clean and well maintained laundry.
- **General Domestic and Kitchen Duties:** Carry out general domestic tasks as required, including tidying, setting and clearing tables, washing up, replenishing supplies and supporting kitchen duties to ensure the home remains clean, organised and welcoming.
- **Safe Use of Equipment and Appliances:** Operate household appliances and cleaning equipment safely and effectively in accordance with manufacturer instructions and establishment practices to support efficient and effective service delivery.
- **Health, Safety and Policy Compliance:** Comply at all times with Health and Safety requirements, Fire Regulations and all relevant KCC policies and procedures to ensure a safe environment for children, staff and visitors.
- **Training and Professional Responsibility:** Attend required training and apply learning in practice, carrying out duties reliably and flexibly in line with the expectations of the role.

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.

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Person Specification: *Domestic Assistant*

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.

| | CRITERIA |
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| QUALIFICATIONS | |
| EXPERIENCE | <ul style="list-style-type: none"> • Experience of cleaning & maintaining a commercial building. |
| SKILLS AND ABILITIES | <ul style="list-style-type: none"> • Use of a range of cleaning equipment and appliances. • Able to recognise problems and report to relevant management in the home. • Ability and willingness to attend training sessions to ensure skills are up to date. • Ability to complete basic documentation. |
| KNOWLEDGE | <ul style="list-style-type: none"> • Knowledge of day to day use of equipment and appliances. • 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 & responsibilities. • Awareness of children's needs and perform duties whilst maintaining children's dignity, discretion and respect. • Awareness of Equality and Diversity issues. |
| KENT VALUES AND CULTURAL ATTRIBUTES | <p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> |

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| | Externally Focused - Residents, families and communities at the heart of decision making |
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