

INTRODUCTION TO APPOINTMENT

Job Title: Domestic Assistant

Salary Scale: Atlas Level 2

Business Unit: Facilities Management

Responsible To: Domestic Supervisor

Location: Ansdell MC

Contract Duration: Permanent Post

Hours: 12.5 hours per week Mon-Fri 06.00 – 08.30am

Closing Date:

1 JOB SUMMARY

The post holder will be required to carry out general cleaning duties, in clinical and non-clinical areas to the recognised standards across the Atlas portfolio.

The role will be working in community Health Centres, cleaning both clinical and non-clinical areas.

It is essential to hold a current driving license and have access to a vehicle, as you will be required to travel between sites with the Atlas footprint to deliver the role.

Please be aware that with this role you may require a Disclosure and Barring Service (DBS), further information will be provide if you are successful for interview.

2 JOB DESCRIPTION

JOB PURPOSE AND ACCOUNTABILITIES

2.1 CORE DUTIES

The duties and responsibilities are

- Regular vacuuming and occasional shampooing of carpeted areas using carpet cleaning machinery.
- Regular maintenance of hard floors using a buffing machine i.e. spray cleaning, scrubbing and buffing.
- Regular high and low damp dusting including all worktops, ledges, skirting, picture frames, notice boards, radiators, desks and shelving and general fixtures and fittings.
- Daily dusting of all non-clinical electrical equipment, furniture and periodic application of spray polish.
- Daily cleaning of all washbasins, toilets, sluice sinks and sanitary fittings including replenishment of soap and hand towel dispensers and toilet tissue, as necessary.
- Routinely clean all internal glazing i.e. partitions, door glazing and mirrors.
- Daily emptying of clinical and domestic waste containers and litter bins using colour coded bags including removal to storage at approved locations
- Ensuring that premises are secure by locking all doors, activating intruder alarms and reporting any suspicious behavior.
- Acquiring an understanding of departmental guidance notes and following procedures therein.
- Reporting faults to cleaning equipment and damage to furniture, fittings and décor to the relevant level of seniority.
- Stock control i.e. regular ordering of cleaning materials and equipment, by completion of the relevant forms.
- Using only materials and equipment provided by Atlas BFW Management Ltd and ensuring they are securely locked away when not in use.
- Wearing, at all times, of protective clothing provided by Atlas and keeping in a clean and serviceable condition. Wearing at all times and being responsible for the Atlas Uniform and identify badge.
- Assisting at and/or providing cover at other premises at which Atlas provide a service as necessary, in agreement with the Domestic Coordinator/Domestic Team Leader.
- To act in accordance with BFW Management Ltd Constitution and other Codes of Conduct.
- To participate in staff development, appraisal and training as appropriate, including continuous professional development

- To comply with BFW Management Ltd agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant NHS and Government Regulations, Directives and area wide priorities
- To undertake any other tasks, duties and responsibilities as directed and appropriate to the level of the role subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010
- To participate in the wider development of the function and contribute to service improvement as required

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities

2.2 CORE BEHAVIOURS

Adaptability/Flexibility

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

To deliver services effectively a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to here.

Customer Focus

Builds customer confidence, is committed to increasing customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems, ensures commitments to customers are met, solicits opinions and ideas from customers, responds to internal and external customers.

Initiative

Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development.

Interpersonal Skills

Has good listening skills, builds strong relationships, is flexible/open-minded, communicates effectively, solicits performance feedback and handles constructive criticism.

Teamwork

Meets all team deadlines and responsibilities, listens to others and values opinions, helps the leader to meet goals, welcomes newcomers and promotes a positive and collaborative team atmosphere.

Self-Development

Seeks out and accepts feedback, is a proactive learner, takes on tough assignments to improve skills, keeps knowledge and skills up-to-date, turns mistakes into learning opportunities.

Gaining Commitment

Encouraging others to be emotionally and / or intellectually committed to a course of action; communicating and providing leadership: by informing others of how their work connects to the big picture and inspiring and motivating individuals and teams:

Communicates an inspiring vision or sense of purpose. Expresses positive expectations of others and gives encouragement.

2.3 COMMUNICATIONS AND RELATIONSHIPS

Staff at all levels in all departments.

2.4 LEVEL OF SUPERVISION

The following sentence best describes the amount of supervision you will receive in this post:

- General instructions on routine work; detailed instructions on new assignments
- Instructions received as to results to be obtained and procedural guidelines provided

2.5 . SUPERVISORY RESPONSIBILITY

The post has no supervisory responsibility.