

# Job Description and Person Specification

Role: Domestic Assistant (Kitchen Assistant and Cleaner)



# Job Description

<b>Job Title</b>	Domestic Assistant (Kitchen Assistant and Cleaner)
<b>Grade</b>	2
<b>Service</b>	Children's Services
<b>Reports to</b>	Domestic Manager
<b>Location</b>	Plas Dol-y-Moch Outdoor Education Centre, North Wales
<b>Job Evaluation Code</b>	L3451D



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



# About the Service your team will provide

## Purpose of the role

Based at Plas Dol-y-Moch Outdoor Education Centre, North Wales, the post holder will be expected to assist in the preparation, delivery and clearing up of both breakfasts and evening meals. In addition the post holder will be expected to assist in the cleaning of the Centre in preparation for forthcoming courses.

Most of our customers are school children between the ages of 10 – 18 years old and the Centre can accommodate up to 78 students and 9 members of visiting staff.

## Main Duties & Key Accountabilities

### Core Knowledge

Kitchen Assistant duties:

- Undertaking simple general kitchen duties which includes assisting the cook and preparing sandwich fillers, washing up etc.
- Clean tables in dining area and lay in preparation for evening meal for up to 70 students.
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Cleaning duties: (All PPE is included, and training provided)

- To provide clean, sanitised, tidy and safe environment for the provision of quality services.
- On changeover days (every 4 days), clean rostered area, this includes hoovering / polish bedrooms, shower rooms and toilet.
- On change over days (every 4 days), transport bed linen to washing machines and put through (up to 28 beds)
- Assist the cook in the kitchen and undertake general kitchen and dining room duties.

Other:

- To undertake all duties related to the post in a manner concordant with Coventry City Council policies.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Customers and suppliers	<b>Internal</b> All members of the Outdoor Education Service
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## **Standard information**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### **Smoke Free**

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### **Training**

The postholder must attend any training that is identified as mandatory to their role.

## **Responsible for:**

<b>Staff managed by postholder: N/A</b>
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## Person specification

<b>Job Evaluation Code</b>	L3451D
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Knowledge of cleaning procedures and schedule planning.</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety, Food Hygiene and personal hygiene within a catering environment (specific training will be provided)</li> </ul>	
<ul style="list-style-type: none"> <li>• knowledge of child protection and safeguarding issues (specific training will be provided)</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of importance of maintaining health and safety and hygiene standards</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Excellent communication skills to liaise with a variety of visiting teachers, office staff and handymen.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to undertake training when required to do so in Health and safety, Food Hygiene &amp; Safety, Manual handling and the serving of food.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to show enthusiasm, energy and flair</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to work flexibly, including some weekends, early mornings and evenings.</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Cleaning and laundry services – Desirable (not essential as internal training provided)</li> </ul>	
<ul style="list-style-type: none"> <li>• Kitchen work – Desirable (not essential as internal training provided)</li> </ul>	
<b>Qualifications – Not essential</b>	
<ul style="list-style-type: none"> <li>• Desirable but not essential - Evidence of relevant continuous professional development</li> </ul>	
<ul style="list-style-type: none"> <li>• Desirable but not essential - Food Hygiene Certificate</li> </ul>	
<b>Special Requirements</b>	
<p>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</p>	

<b>Date Created</b>	30 <sup>th</sup> June, 2023	<b>Date Reviewed</b>	12 <sup>th</sup> July, 2024
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