

Job Description and Person Specification

Role: Domestic Assistant



Job Description

Job Title	Domestic Assistant
Grade	2
Service	Children's Services
Reports to	Gethin Thomas
Location	Plas Dol-y-Moch Outdoor Education Centre
Job Evaluation Code	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

To provide a clean, sanitised, tidy and safe environment for the provision of quality services. To assist the cook in the kitchen and undertake general kitchen and dining room duties such as getting everything ready for evening meal.

Main Duties & Key Accountabilities

Core Knowledge

- Cleaning all areas of the centre to ensure they are kept in a clean and hygienic condition.
- Undertaking general kitchen duties and dining room duties (e.g preparation of food, washing up, preparing dining areas).
- On changeover days deep clean communal areas, all bedrooms, clean shower rooms and toilet, vacuum cleaning, polishing and cleaning windows.
- Undertaking laundry duties including transportation of linen and the operation of washing machines / dryers.
- Occasionally carry out unpleasant cleaning tasks (e.g soiled linen, cleaning up vomit ect.)
- 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

External Customers and suppliers	Internal 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:

Staff managed by postholder: N/A

Person specification

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Knowledge	
<ul style="list-style-type: none"> • Knowledge of practical catering operations and procedures. 	
<ul style="list-style-type: none"> • Knowledge of cleaning procedures and schedule planning. 	
<ul style="list-style-type: none"> • Knowledge of Health and Safety, Food Hygiene and personal hygiene within a catering environment 	
<ul style="list-style-type: none"> • Good knowledge of child protection and safeguarding issues 	
Skills and Abilities	
<ul style="list-style-type: none"> • Excellent communication skills in order to liaise with a variety of visiting teachers, office staff and handymen. 	
<ul style="list-style-type: none"> • Able to undertake training when required to do so in Health and safety, Food Hygiene & Safety, Manual handling and the serving of food. 	
<ul style="list-style-type: none"> • Able to show enthusiasm, energy and flair 	
<ul style="list-style-type: none"> • Able to work flexibly, including some weekends, early mornings and evenings. 	
Experience	
<ul style="list-style-type: none"> • Experience in maintaining health and safety and hygiene standards 	
<ul style="list-style-type: none"> • Cleaning and laundry services – Desirable (not essential as internal training provided) 	
<ul style="list-style-type: none"> • Catering services – Desirable (not essential as internal training provided) 	

Qualifications
<ul style="list-style-type: none"> Evidence of relevant continuous professional development – Desirable but not essential Food Hygiene Certificate – Desirable but not essential
Special Requirements
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).

Date Created	30 th June, 2023	Date Reviewed	28 th June, 2023
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