



Coventry City Council

Job Description

Post:	Casual Domestic Assistant	Job Number:	
Service:	Education - Universal Services	Post Number:	024910
Location:	Plas Dol y Moch OEC	Grade:	2

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.

Job Purpose:

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. The hours you are required to work may be varied and dependent on service needs, following a discussion with your manager.

Main Duties and Responsibilities:

- 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.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for:

Responsible to: Domestic Manager

Date Reviewed:

Updated: March 2022



Coventry City Council

Person Specification

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Location:	Plas Dol y Moch OEC	Grade:	2

Area	Description
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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)

Educational:	<ul style="list-style-type: none"> • Evidence of relevant continuous professional development – Desirable
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Special Requirements:	<ul style="list-style-type: none"> • 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 Reviewed:

Updated: March 2022