

Job Description



Job Title: Domestic

Reports to: Day Centre Manager

Based at: All Hallows Day Centre

Hours: 13 hours per week (Monday to Friday)

Contract: Permanent

Key Objectives of Role

To support the Day Centre Manager in ensuring high standards of hygiene and cleanliness.

To understand the principles of good infection control practices and implement them throughout the building.

Main Responsibilities

1. To ensure high standards are maintained and managed in all communal areas of the Centre including toilets, bathroom, day room/lounge and dining room, through regular, appropriate and thorough cleaning.
2. To undertake constant cleaning of high traffic areas to ensure good infection control standards are met.

Key Tasks

1. To clean the Centre to a high standard.
2. To ensure touch points in the building are cleaned continually throughout the day.
3. To clean toilets and bathrooms after every use.
4. To undertake all tasks that are listed on the daily cleaning schedule and to complete all relevant paperwork as appropriate.
5. To monitor and ensure there are adequate cleaning materials at all times, reporting any requirements to your line manager.
6. To have an understanding of the principles of the Control of Substances Hazardous to Health (COSHH).
7. To have an understanding of the principles of good infection control.
8. To develop good relationships with colleagues, customers, volunteers and visitors to the Centre.
9. To attend all mandatory and other relevant training as required.

10. To keep the Centre and outside areas to the front and rear of the building free of litter.
11. To understand the importance of good communication, observation and cohesive teamwork.
12. To report any incidents that need to be recorded.
13. To be aware of and report all issues regarding safeguarding to your line manager.
14. To be aware of and report all issues relating to Health and Safety to your line manager.
15. To take personal responsibility to uphold the Empanda Values – accountability, commitment, compassion and integrity.
16. To take personal responsibility for demonstrating the aims of Empanda's Equality and Diversity objectives.
17. To take personal responsibility for own Health, Safety and Welfare and that of customers and colleagues in the workplace.
18. To undertake any other tasks as requested by your line manager.

Person Profile

Selection Criteria A = Application form I = Interview T = Test D = Desktop or other practical exercises	Essential or Desirable (E, D)	Assessment Method (A, I, T, D)
Experience: 1. Experience of working with older people. 2. Experience of cleaning. 3. Knowledge of COSHH and Health & Safety.	D E D	A/I A A/I
Qualifications: 1. First Aid, Health & Safety, Manual Handling, Fire, Safeguarding and Infection Control (*All essential training will be provided).	E*	A
Skills: 1. Good communication skills. 2. Ability to work unsupervised. 3. Good command of the English language. 4. Physically fit and active. 5. Ability to move and operate equipment.	E E E E E	A/I I A/I I I

