**Job Description**

**Domestic Assistant (Primrose, Tatton, Jubilee)**

Grade: Sc 1

**Responsible To: Responsible For:**

Accommodation Manager (Primrose, Tatton, Jubilee)

**About the job:**

To provide a cleaning service for the Primrose Gardens Facility.

**Role:**

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| To ensure the accommodation Facilities are always clean and presentable for the residents  Clean and restock vacant rooms in accordance with requirements for accommodation Inventory, clean all furniture, furnishings, fixtures and fittings, wash bedding and remake beds.  Clean all communal areas including lounge, corridors, walls, floors, stairs, showers, glass, woodwork, bathrooms, toilets, storerooms and fire escapes and ensure they are left in a safe condition or signed appropriately.  Clean and tidy all external areas, including boiler room, bin area, car park and grounds, staff office and accommodation.  Assist staff to pack up and store the belongings of ex residents as necessary. Complete all appropriate paperwork to record and inventory the possessions in accordance with agreed procedures.  Assist staff with room checks and inventories of all occupied flats to ensure satisfactory levels of cleanliness, no damage and ensure all furnishings are in place.  Assist in daily inspections of the building and outside communal areas to ensure cleanliness and security of the premises.  Advise the accommodation Manager when orders are required of equipment and supplies, for example crockery, cutlery, and cleaning materials.  To advise residents on the safe use of facilities and resolve queries where possible.  To ensure the correct use of cleaning equipment, materials and chemicals. |

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

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| **Experience**   * Experience of cleaning of a large residential facility * Experience of using particular cleaning machinery i.e. buffers * Experience and understanding of health and safety, security and fire precautions |
| **Knowledge**   * An understanding and experience of the barriers, needs and aspirations of older, vulnerable or disabled people in terms of with regards to digital technology |
| **Skills & Abilities**   * Excellent communication and presentation skills both verbal and written * Ability to manage workload and undertake prioritisation to meet deadlines * Excellent IT skills * Work across teams in a positive and constructive manner to achieve results * Ability to attend meetings and events out of hours * Ability to analyse, interpret and present complex ideas and information in a structured and readily understood manner * Ability to work with and involve people both individually and collectively in the development and promotion of the digital inclusion project   **The post holder will have fixed hours working on a rota basis. There may be a requirement to work at weekends and bank holidays**  **An Enhanced DBS check will be required for the post** |

**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.