



### Job Description

Job Title:	Domestic Assistant
Based at:	Restart Service
Hours:	35 hours - Monday to Friday 9am -4:30pm – some flexible working may be required
Salary:	£17,000
Responsible to:	Property Services Manager
Responsible for:	Ensuring properties are cleaned to a high standard prior to being occupied
Recruitment:	This post is subject to a satisfactory DBS and reference checks

### Summary of Duties

- A. To deliver day-to-day domestic support ensuring a high level of cleaning is maintained throughout the Saltbox properties
- B. To work within health and safety procedures at all times

### Main Duties

1. Carry out a range of cleaning duties including communal areas and room cleans
2. To use electrical equipment in a safe and proper manner following all safety precautions including checking for damage to cables and plugs before commencing duty
3. Cleaning with chemicals as instructed by the Safety Officer and ensure full compliance of COSHH regulations including correct dilution and usage as per data sheet
4. Ensure adequate stock of consumables are available at all times
5. Ensure equipment is cleaned, maintained and stored correctly
6. Report any necessary maintenance and repairs in line with current procedures
7. Monitor and complete documentation accurately for all work carried out ensuring quality systems are followed
8. Report to appropriate person all unsafe conditions, damage, near misses – whether or not there are any personal injuries, in order that remedial action can be taken
9. To work with clients and volunteers who are developing their skills as part of the Restart service
10. To complete all necessary records, including timesheets, expenses forms, volunteering information, health/safety information etc
11. To work with all staff to continually raise the standard of Saltbox properties
12. To undertake such other duties as may be required by the Restart Management Team
13. To adhere to Saltbox policies and procedures
14. To attend staff meetings, one to one supervision and training and development meetings in accordance with operational requirements

**Domestic Assistant - Person Specification**

Requirements		Essential	Desirable
<b>Skills / Knowledge / Experience</b>	Previous cleaning experience	√	
	A proven ability of working with ex-offenders. Experience and understanding of issues facing vulnerable adults and their families	√	
	Ability to work under pressure, prioritising different areas of work according to need and producing work of a high standard	√	
	To be reliable and responsible with a flexible approach	√	
	To be accurate and give attention to detail	√	
	To be able to complete necessary documentation eg: time sheets, health/safety information, expenses claims	√	
	An interest in people and a commitment to helping others	√	
	To have experience of working with vulnerable adults		√
<b>Personal Qualities</b>	Committed to providing an excellent customer service with high standards of quality	√	
	Enthusiastic person with a good and pleasant manner, with the ability to get on well with others	√	
	Organised, methodical and consistent in approach	√	
	Self-motivated with the ability to work alone as well as part of a team	√	
	Respect for client confidentiality	√	
	A non-judgmental attitude regardless of the client's needs or situation	√	
	To be willing to work flexibly within a developing environment with a 'can do' attitude	√	
	Full driving licence and use of a car for work purposes	√	



**Strengthening Our Communities**



### **Other Information:**

#### **Saltbox: Restart:**

Restart provides supported housing for those who are homeless or at risk of homelessness to make changes towards a better life. Our Clients have multiple and complex needs.

Saltbox is an organisation with Christian values and principles. Saltbox services support those with all faiths and none. It is not a requirement to be a Christian to work for Saltbox; however, staff are expected to behave in accordance with our Values and Guiding Principles, which are detailed below:

#### **Values:**

Our message to individuals, communities and organisations is:

- You are valuable
- You have purpose
- You can be forgiven
- You can trust
- You can serve
- You can make a difference

#### **Saltbox's Guiding Principles:**

1. We are an organisation with Christian values & principles
2. We aim to make a difference to communities & to see individual lives transformed
3. We seek to work in partnership & seek collaborative opportunities to strengthen communities
4. We strive to be caring, professional & hardworking at all times