

### **Job Profile Information: *Domestic Assistant***

This supplementary information for *Domestic Assistant* is for guidance for Job Level 1 Zone 2

#### **Camden Way Category 1**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

- To provide domestic support within an Early Years Centre. To help maintain a high standard of order and cleanliness throughout the centre.
- To have day to day contact with families of the establishment, being sensitive to their needs and reporting any concerns to Head of Centre.

#### **Example outcomes or objectives that this role will deliver:**

1. To clean, tidy, stock, supply and sanitise designated facility areas such as class rooms, communal areas, meeting rooms, offices, medical/health room, laundry area, staff room, kitchen, toilets and bathrooms, including vacuum cleaning, cleaning ceiling vents, skirting boards, washing, sweeping, emptying of litter and recycling bins, dusting, polishing and, mopping. This involves undertaking duties with an understanding of health and safety in all areas.
2. Perform and document routine inspection and maintenance activities
3. Carry out heavy cleansing tasks and special projects
4. Taking care for the security of all cleaning equipment and notifying the Head of Centre when stock needs to be replenished and providing them with a restock list, checking deliveries and storing when delivered
5. To launder items of clothing, linen, towels, etc. used by the establishment involving the operation of laundry equipment.

6. To undertake duties with an understanding of health and safety, to identify and report defects in premises and equipment to senior officers, and ensure that a high standard of hygiene is maintained.
7. When necessary, to provide a basic portering service, including the movement of furniture equipment, supplies and materials and clearing areas to facilitate specific cleaning tasks, or for a change of purpose.
8. To undertake heavier cleaning when necessary, including stripping and polishing hard floors and cleaning carpets.
9. To support in the kitchen as and when required with
  - Preparation of fresh or frozen vegetables, uncooked snacks and beverages.
  - Washing crockery, cutlery and cooking utensils by hand or using a dishwasher. Cleaning kitchen appliances when necessary and set tables for lunch, distribute lunch and clear up rooms.
10. To be responsible for the security of the workplace, which shall include reporting to the Head of Centre any matter which may affect the security of the building or site, including the locking of buildings, the setting and switching off alarms in buildings as and when required. Where appropriate to be a designated key-holder for a specified building(s) or site(s) and to undertake this task with due regard for security at all times and as per instructions.
11. To work flexibly, providing domestic support across children's centre localities and working from multiple settings, when required, to deliver outcomes.

**People Management Responsibilities:**

*None*

**Relationships;**

- Managers and staff within the centre
- Colleagues within the service

- Families within the locality
- Members of the public

#### **Work Environment:**

- To provide domestic support within an Early Years Centre.
- The duties involve exposure to hazardous cleaning materials, throughout the working day.
- There is a need to be physically fit to carry out duties of the post (e.g standing up throughout the working day, bending, carrying a vacuum cleaner and moving furniture etc.
- Potential hazards are associated with the use of cleaning materials and equipment, risk of muscular / skeletal injuries and exposure to hazardous cleaning materials on a daily basis.
- Flexibility is needed in addressing the order in which tasks need to be addressed and dealing with emergencies (e.g. spillages which occur.)

**Note:** All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of their post and their level of responsibility.

#### **Technical Knowledge and Experience:**

- One year Domestic Assistant experience or similar role
- Basic literacy and numeracy skills.
- The ability to use domestic cleaning and laundry equipment.
- The ability to respond to the needs of young people with sensitivity and respect.
- The ability to work as part of a team.
- The ability to undertake stock control.
- The ability to manage time effectively
- The ability to follow strict health and safety procedures.

**An understanding of Food and Hygiene regulations**

## Camden Way Five Ways of Working

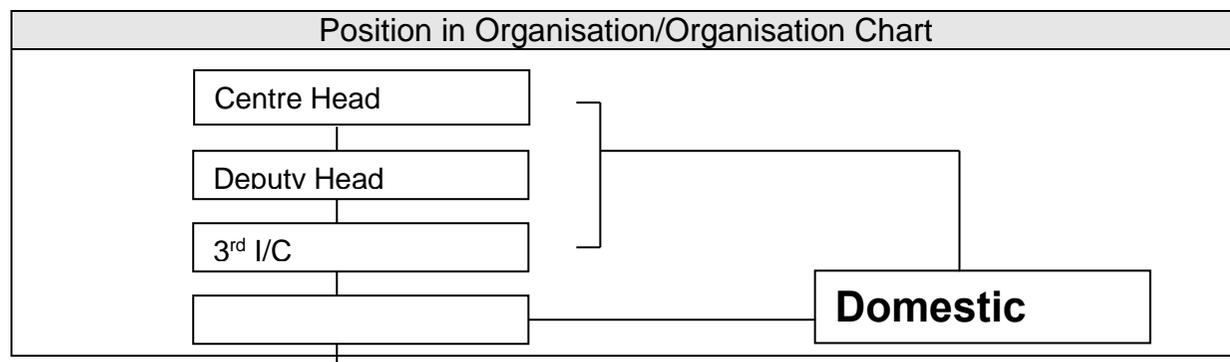
*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please select the attached [HERE](#)

## Chart Structure



Kitchen Assistant