

EAST LoTHIAN COUNCIL
Job Outline

Post Title:	House Domestic
Service:	Partnerships and Community Services – Infrastructure
Location:	Residential Care Unit as advertised
Immediate Supervisor:	Area Officer

Purpose of the Job

To assist in the provision of cleaning services to a high standard within Residential Care Units.

- Cleaning all furniture, fixtures and fittings to the specified standard.
- Cleaning all sanitary fittings to the specified standard.
- Carry out floor maintenance procedures including dust control, suction cleaning, damp mopping, scrubbing, buffing and carpet shampooing.
- Remove rubbish and take to allocated point.
- Carry out safe systems of work including due regard for Health & Safety issues.
- Comply with Unit Training and Procedures.
- Take reasonable care of personal health and safety and co-operate with management to enable compliance with the Council's health and safety rules and legislative requirements.
- Any other duties appropriate to the grading of the post.

These duties may require to be carried out in any establishment within East Lothian Council residential establishments according to demand.

Disclosure/PVG

Essential: PVG Membership (Adults) is an essential requirement of this post.

Skills/Experience Required

- Experience of cleaning.
- Effective verbal and written communication skills.
- Effective organisational and time management skills.
- An understanding of the needs of residents.
- Ability to work without close supervision.
- Ability to work on own initiative and as part of a team.
- Ability to work flexibly as part of a team.
- Ability to work under pressure and meet deadlines.
- Ability to prioritise own workload.

PERSON SPECIFICATION

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Attributes	Essential	Desirable
Education & Training	PVG Membership (Adults) is an essential requirement of this post.	BICS Cleaning Qualification or equivalent. Health and Safety training.
Previous Experience (Paid & Voluntary Work)	Experience of basic cleaning duties.	Experience working in a care home or similar environment. Experience of providing customer care. Experience of operating laundry equipment.
Knowledge/ Skills /Competencies	Effective verbal and written communication skills. Effective organisational and time management skills.	Knowledge of cleaning equipment.
Personal Qualities	An understanding of the needs of residents. Ability to work on own initiative and as part of a team. Ability to work without close supervision. Ability to work flexibly as part of a team. Ability to work under pressure and meet deadlines.	
Council Behaviours	We are customer focused We initiate and embrace change We strive to be the best we can be We make things happen We work together	