**Job Description: Domestic Assistant**

**Job Title:** Domestic Assistant

**Location:** Utility Street Men’s Homeless Hostel, Belfast

**Reports to:** Hostel Manager

**Hours:** Part Time

**Purpose:**

To participate in a team providing cleaning services in a 59 bed hostel, which specialises in the provision of temporary accommodation to homeless men. Key tasks and responsibilities for this role are outlined below alongside other organisational duties.

**Key Tasks & Responsibilities**

The Domestic Assistant will be responsible for the day-to-day cleaning within the Utility Street Men’s Homeless Hostel, working to relevant health and safety standards.

**Main Duties**

* Cleaning of all communal areas, to include stairways, handrails, lifts, foyer and front entrance hallway.
* Weekly cleaning of staff room.
* Daily cleaning of toilets and showers.
* Preparation of bedrooms – wash walls, floor and ensure fresh bed linen
* Laundry duties – collection of laundry and sending it for cleaning.
* Cleaning windows in foyer and front entrance hallway.
* To report defects, ongoing maintenance problems, risks and incidents to the Ancillary Services Supervisor.
* To practice safe handling of chemicals, always following manufacturer’s instructions and ensuring regulations are adhered to.
* To use protective equipment during cleaning e.g. gloves, aprons etc.
* Maintain a safe working environment in accordance with the Health & Safety at Work Act.

**Working Environment**

A large percentage of the homeless population is comprised of individuals who are addicted to alcohol and drugs. Many suffer from mental illness. The Domestic Assistant must therefore be prepared to work in an environment where Service Users may present with aggressive or abusive behavior due to alcohol, drugs, or mental disturbance. The Utility Street Hostel does not accept sex offenders or arsonists.

**Note:** No job description can cover every issue which may arise within the post at various times. The job holder is expected to carry out other duties from time to time that are broadly consistent with those in this document.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Specification: Domestic Assistant**

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|  | **Essential Requirements** | **Preferred Requirements** |
| **Qualifications/**  **Attainments** |  |  |
| **Experience/**  **Knowledge** | Previous cleaning experience in an employment capacity. | Cleaning experience in a hostel, residential home or similar setting.  Knowledge of COSHH.  Awareness of homeless issues. |
| **Skills/Abilities** | Be able to use a range of cleaning equipment and substances competently and safely.  Being friendly and responsive and non-judgemental.  Ability to communicate effectively and professionally with people at all levels.  A professional approach to service users.  A desire to learn and to continually develop by attending relevant training, seeking feedback, and reviewing ways to do things better.  Requirement to obtain an Enhanced Disclosure Check by ACCESS NI. |  |

***NOTE***

***This position is subject to an Standard Access NI check. Copies of the relevant policy on the recruitment of individuals with a criminal record as well as the Access NI Code of Practice are available on request. Please note that having a criminal record will not necessarily be a bar to obtaining a position with HARMONI.***