



## **JOB DESCRIPTION**

**Job Title:** Domestic Assistant

**Reporting to:** Building & Facilities Manager

**Key Working Relationships:** Other members of the Domestic team, Building & Facilities team

## **MAIN PURPOSE OF THE POST**

To undertake cleaning and general domestic tasks as directed by the Building & Facilities Manager.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

Share responsibility for cleaning all areas of the building with other members of the team. You will:

- Ensure all bins are emptied
- Ensure that toilets are kept clean and well stocked
- Vacuum carpet areas
- Mop non carpeted floor surfaces

- Wipe all surfaces
- Ensure that front of house areas are clean, tidy and presentable to the public at all times
- Ensure that keys are left in the building in the specified place
- Ensure that the Building & Facilities Manager is informed of any cleaning products / sanitary stock that requires restocking
- Participate in training opportunities as required
- Participate in team meetings as required
- Work with the Building & Facilities Manager to ensure that appropriate training is provided for all Domestic Assistant staff
- Any other tasks as may reasonably be required

## **PERSON SPECIFICATION**

### **Experience**

- Previous cleaning experience

### **Knowledge**

- Basic knowledge of Health and Safety and COSHH regulations (desirable)

### **Personal Attributes**

- Good communication skills
- Able to carry out instructions accurately
- Flexible and reliable attitude to working arrangements
- Ability to work alone as well as part of a team
- Adaptable, friendly, polite and courteous

- Physically fit to undertake the role

## **INFORMATION**

Stratford East is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

**Contract type:** Part time, permanent

**Salary:** £12.00 per hour

**Hours of Work:** Minimum 15 hours per week Monday – Saturday, with occasional Sundays.

**Holidays:** 30 days per annum, including bank holidays, pro rata.

**Probation:** 3 months

**Notice Period:** 8 weeks (after probation)

**Pension:** Up to 5% matched pension contribution after qualifying period

**Other** Season ticket loans, Cycle to Work  
**Benefits:** Scheme, complimentary theatre tickets, staff catering discounts

## **HOW TO APPLY**

To apply, please upload and submit your CV and cover letter, stating why you are suitable for the role, here <https://hr.breathehr.com/v/domestic-assistant-36489>

This post is being advertised on a rolling basis. If your application is successful, we will contact you to arrange an interview at a time that is convenient and suitable for both parties.

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