



STONAR

### **DOMESTIC ASSISTANT JOB DESCRIPTION**

**Responsible to:** Domestic Supervisor

**Accountable to:** Domestic Bursar

**Aim of Post:** To provide a high standard of cleaning under the supervision of the Domestic Supervisor

#### **Duties and Responsibilities:**

- Provide an efficient and safe cleaning service ensuring that all safety signs are displayed.
- Ensure and practise good communication between Domestic Assistant and Domestic Supervisor regarding the cleaning of boarding houses, classrooms, offices and public areas.
- Appreciate the importance of confidentiality and good public relations.
- Adhere to company policies and school standards.
- Be cost effective in the use of cleaning equipment and chemicals.
- Have a good positive attitude when carrying out tasks and to promote a high morale.
- Dispose of waste in the appropriate place.
- Ensure that correct protective clothing is worn.
- Ensure that all cleaning items and chemicals are stored safely and correctly and to avoid needless waste of products and materials.
- Report accidents to the Domestic Supervisor and to be aware of the reporting and recording procedure for accidents at the school.
- Be familiar with the COSHH Regulations, and the Health and Safety at Work Act (1974) attending any training sessions and to be aware of fire procedures.
- Report any repairs or defects to the Domestic Supervisor.
- Read through any Health and Safety literature provided for the cleaning staff.
- Mobile phones are not to be used during working hours except during breaks.

**This job description is a guide to the duties and responsibilities of the post holder. The post holder may be required to perform duties other than those specified, such variations are a common occurrence and do not in themselves justify a change of contract.**