

WELLESLEY HOUSE
JOB DESCRIPTION

Job title	Domestic assistant
Based at	Wellesley House School
Responsible to	Housekeeping & Catering manager/Domestic supervisor
Hours	24 hours over 6 days per week, term time
Additional hours available during holiday periods	

Job purpose

To undertake the cleaning of the establishment, to ensure a comprehensive cleaning service is provided and all health and safety regulations are followed.

Main duties

- 1. To clean areas assigned to you by the domestic supervisor and to ensure a high standard of cleanliness & hygiene are maintained through out the school.**
- 2. Provide a comprehensive cleaning service to include, damp dusting, vacuuming, washing of floors, emptying of bins, cleaning toilets etc.**
- 3. Ensure cleaning equipment is used in the correct manner according to its function and report any defects to your supervisor, as soon as possible.**
- 4. Liaise with Domestic supervisor and report any maintenance issues that you may come across in your daily duties.**
- 5. To follow all health and safety requirements when using cleaning chemicals. To make sure all said chemicals are stored away correctly.**
- 6. Although you are assigned areas of duty within the school it maybe necessary to work within other areas of the school from time to time.**
- 7. To assist with spring cleaning in holiday periods as outlined to you by the domestic supervisor.**
- 8. To attend training courses when required.**

Secondary and Infrequent Duties

The job description gives a broad outline of the position but is not necessarily definitive. You may be asked to carry out additional reasonable tasks or responsibilities.

Signed

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