CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Children’s Services** | **SERVICE GROUP: Buckden House OEC** |
| **POST TITLE: Domestic/Kitchen Assistant** | **REPORTS TO: Domestic Bursar** |
| **GRADE: Band 3** | **SAP POSITION NUMBER: 50106302** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. **Please see the separate guidance information on how to complete the form located on Bradnet.**

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| **Key Purpose of Post:** | | | |
| To undertake, normally as part of a team, the cleaning of designated areas (e.g. bedrooms, common living areas and teaching bases) within the Centre to ensure they are kept in a clean and hygienic condition.  To assist with the preparation and cooking of food with the serving of, and washing up after, meals taken by visitors to the Centre.  Hours of work are flexible, to suit the needs of the Centre, including some evening and weekend work. Appointment is subject to a statutory enhanced Disclosure and Barring Service (DBS) check as the post involves contact with children and young people. | | | |
| **Main Responsibilities of Post:** | | | |
| The points below represent a broad outline of the main responsibilities of the post and will be supported by more detailed work instructions in some specific areas.  To consistently apply guidelines and established procedures e.g. work instructions relating to appropriate food hygiene in the preparation, storage and serving of food, to meet the needs of the Centre.  To consistently apply general Health & Safety requirements and regulations.  To follow guidelines relating to the appropriate use of cleaning materials and tools for specific areas and surfaces.    To consistently follow Bradford MD Council’s Policies and Procedures.  To consistently follow Ingleborough Hall’s Policies and Procedures.  To take part in an annual Performance Management Review which looks at the individual’s performance against set individual and/or team objectives.    To consistently apply appropriate financial regulations | | | |
| **Structure:** | | | |
| **Special Knowledge Requirement. Will be used for shortlisting** | | | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | | | |
|  | | | **Essential** |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Lower threshold level – where the person is able to demonstrate that they can during the interview:  a) Use a wide range of simple words and a standard English sentence structure to express much of what they want to.  b) Maintain a conversational flow even though they pause to think of the correct words or sentence structure in order to express themselves. | | | **X** |
| Required to understand and apply appropriate knowledge, rules, processes and systems for the Domestic Assistant role. e.g. appropriate use of colour coded cleaning cloths, mops and chopping boards for use in specific areas | | | **X** |
| Uses basic awareness of Health and Safety including carrying out risk assessment before carrying out basic tasks. | | | **X** |
| Appropriately uses hand tools and powered equipment including basic use of ICT relevant to the area of work. | | | **X** |
| Appropriately applies data protection and data security protocols. | | | **X** |
| Ability to adopt a process of continual improvement and suggest ways of working more efficiently and effectively. | | | **X** |
| Able to interpret and follow straightforward information e.g. work or manufacturers instructions. | | | **X** |
| Ability to carry out basic cleaning tasks either at home or in previous work. | | | **X** |
| Ability to perform basic household cleaning tasks e.g. laundry tasks. | | | **X** |
| Ability to safely use domestic and industrial (e.g. carpet cleaners) cleaning and laundry equipment. | | | **X** |
| Able to communicate appropriately with a wide variety of people and display a caring attitude towards clients. | | | **X** |
| **Relevant experience requirement: Will be used for shortlisting.** | | | |
| Able to outline how they have met the domestic/cooking needs of a group of individuals e.g. family or other group. | | | |
| **Relevant professional qualifications requirement. Will be used for shortlisting.** | | | |
| None Required. | | | |
| **Core Employee competencies to be used at the interview stage.** | | | |
| **Carries Out Performance Management** | | | |
| Covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard. | | | |
| **Communicates Effectively** | | | |
| Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information**.** | | | |
| **Carries Out Effective Decision Making** | | | |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. | | | |
| **Undertakes structured Problem Solving** **Activity** | | | |
| Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships. | | | |
| **Operates with Dignity and Respect** | | | |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face. | | | |
| **Working Conditions:** | | | |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.  It is expected the post holder will have good levels of mobility due to the nature of the building and the post and an ability to cope with lifting and appropriate movement of cleaning machinery, cleaning materials, furniture and other related weights, correctlyobserving manual handling procedures.  The post holder will be required to work mornings/evenings and occasionally weekends and bank holidays, without direct supervision and have a flexible approach to work routines and the ability to adapt to the needs of the Centre’s clients  Due to the centre’s location the post holder will need a driving licence and access to a car | | | |
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| **Special Conditions:** | | | |
| Appointment is subject to a statutory enhanced Disclosure and Barring Service (DBS) check as the post involves contact with children and young people. | | | |
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| **Compiled by:**  **Lee Paskin**  **Date: June 2016**  **Reviewed April 2018** | **Grade Assessment**  **Date:** | **Post Grade: Band 3** | |