

## ROLE PROFILE

<b>Role Title:</b>	Domestic
<b>Department:</b>	Facilities
<b>Role Purpose:</b>	The Domestic is responsible for providing a communal area cleaning service, in line with the cleaning specification agreed.
<b>Reporting to:</b>	Team Leader
<b>Responsible for:</b>	No direct reports
<b>Disclosure level:</b>	NA
<b>Role Level:</b>	<u>Frontline Worker</u>

<b>Key Role Responsibilities</b>	<p>To provide a communal area cleaning service to Midland Heart Offices in the Birmingham area, in line with the rota and agreed with your Team Leader.</p> <p>To arrive at the offices at the time agreed on each working day and not leave prior to the agreed finishing time each working day.</p> <p>To ensure your Team Leader is notified when cleaning materials should be purchased and to assist with this as necessary.</p> <p>To ensure all cleaning materials and equipment used are locked away in a cupboard on the project when not in use.</p> <p>To ensure all cleaning materials are used in line with COSHH regulations.</p> <p>To ensure at all times the duties carried out and the equipment used meets the Health &amp; Safety Policies of Midland Heart Limited.</p> <p>To ensure any faults in equipment or materials provided are reported to the Team Leader on the same working day.</p> <p>To work with the Team Leader to ensure the service delivered meets the needs of the customer.</p> <p>To be responsible for the health, safety and welfare of yourself and others at work and to undertake the health and safety duties outlined in the Midland Heart Health and Safety Policy commensurate with this position.</p>
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<b>Education, Qualifications and Training</b>	Basic Literacy & Numeracy.
<b>Knowledge and Experience</b>	Experience of working within a team. Previous experience as a domestic within a range of environments. Basic knowledge of COSHH and Health and Safety.
<b>Role Specific Skills &amp; Behaviours</b>	The ability to identify obvious health and safety risks immediately i.e. spillages, blocked fire exits etc. Be able to work as a team and to work alone. Understanding of and commitment to the principles of equality and diversity. Flexibility to provide cover across office locations. Respect the confidentiality of all customers and staff information which they may become aware of.