

# Domestic Assistant

## Job Description



<b>Salary:</b>	£21,565 per annum (FTE)
<b>Contract:</b>	Permanent, 0.6 contract (21.75 hours per week over 3 days)
<b>Location:</b>	Bendrigg LA8 0NR
<b>Responsible to:</b>	Facilities Manager

The focus of this role will be to ensure the provision of a range of domestic services on behalf of Bendrigg Trust. The post holder's key responsibilities/tasks will be as follows:

### Domestic Assistant:

- To ensure all rooms, corridors, showers, toilets, and other areas are kept clean.
- To ensure that the condition of décor, household furnishings and fittings are of a suitably high standard for visiting groups.
- To launder soiled clothing and bedding as required and to prepare bedding for collection by the current laundry sub-contractor.
- To keep a written record of building and room checks and to report any problems to the Facilities Manager.
- To keep a check on the stock of domestic supplies and to re-order where necessary.
- Assist, when necessary, with catering arrangements at the centre including storage and rotation of food and preparation and cooking of meals including breakfast, sandwich lunches and evening meals.
- Maintenance of a high standard of hygiene and health in the kitchen, dining and food storage areas.
- To assist in other areas of the domestic and catering routines where necessary.
- To participate in internal and external training as appropriate to the role
- To undertake such duties as may reasonably be expected, within the scope and rank of the post.

### Relevant Dates

<b>Closing date:</b>	<b>Wednesday 17<sup>th</sup> July 2024</b>
<b>Interview date:</b>	<b>Tuesday 23<sup>rd</sup> July 2024</b>
<b>Anticipated start date:</b>	<b>Monday 2<sup>nd</sup> September 2024</b>

### How to Apply

Please [submit your CV and a covering letter](mailto:vacancies@bendrigg.org.uk) detailing how you fit the person specification to [vacancies@bendrigg.org.uk](mailto:vacancies@bendrigg.org.uk)

### For more information

We also welcome informal enquiries so please do contact our office if you have any questions contact the office on 01539 723766.

*Bendrigg*

## Person Specification

It is expected that the post holder will have the following:

	Essential	Desirable
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Previous experience of cleaning in a commercial setting on either a paid or voluntary basis</li> <li>• Previous experience of working in a commercial kitchen</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• General understanding of safe working practices, safe food hygiene practices and safe personal hygiene practices</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Can demonstrate high standards of cleaning and an attention to detail</li> <li>• Can demonstrate good cleaning skills including washing up and general kitchen cleaning routines</li> <li>• Ability to communicate with staff and service users confidently</li> </ul>	
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Basic Food Hygiene L2 (or willingness to obtain this)</li> <li>• COSHH Training</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to work individually and as part of a team</li> <li>• Flexibility in work hours</li> <li>• Ability to meet the travel requirements of the role</li> <li>• Willingness to undertake training and development in the post</li> <li>• Empathy with the aims of Bendrigg</li> </ul>	

## Summary of the Terms of Employment

### Normal working days/hours:

This is a part-time position, for 3 days per week, (7.25 hrs per day) to include Mondays and Fridays as well as occasional weekend work.

Typical shifts are:

07:00 – 15:15 (early shift)

08:45 – 17:00 (day shift)

### Salary:

Your salary on a 0.6 contract will be £12,939 per annum. (£21,565 per annum full time equivalent) Salaries are paid monthly in arrears into a bank or building society account of your choice no later than the 28<sup>th</sup> day of each month. All salaries are reviewed annually with new salary levels coming into effect at the start of each year.

### Holidays:

Your holiday entitlement on a 0.6 contract will be 18 days + 5 bank holidays per year.

### Pension:

All employees will be auto enrolled onto the pension scheme whereby contributions of 5% from the employee are matched by 5% from Bendrigg Trust to be put into a personal pension plan for you. The Trust's contribution increases by ½% for every 5 years of service.

### Training:

Appropriate internal and external training opportunities will be available.

### Contract:

The successful candidate will receive a contract on or around their start date and will be subject to a 6-month probationary period.

The logo for Bendrigg, featuring the name in a dark green, cursive script font. A thick, dark green horizontal line is positioned below the text, starting from the left edge of the page and extending under the word 'Bendrigg'.