



JOB DESCRIPTION

Job Title: Domestic Assistant

Responsible To: Domestic Manager / Domestic Supervisor

Direct Reports: None

Place of Work: Site based, but required to work at any site the Company operates should the need arise.

Purpose of Job:

- To assist in the operation and smooth running of the Domestic Department by adhering to the centre's policies and procedures.

Key Responsibilities:

1 Core Values

- To promote the Company's Core Values through personal behaviour and by challenging behaviour in others that is contrary to the Core Values.

2 Customer

- To ensure that quality and service standards are utilised and that you work with every member of the team focusing on providing customers with a positive experience.

3 People

- To work as a member of the Domestic team, working proactively with other members of staff both in domestic and all other areas of the business.
- To ensure that on a day to day basis that you are you are fully aware of your working obligations and that you are both reliable and punctual for your allocated shifts.
- To ensure your personal hygiene and uniform meets the standards set by the centre at all times.
- To attend relevant staff training set out by the centre's General Manager even if said training is outside of normal working hours.

4 Operations

- To undertake, individually or as part of a team, the cleaning of designated areas and associated accommodation to ensure they are kept in a clean and hygienic condition in accordance with the high standards set by Sheffield International Venues.
- To undertake external duties such as sweeping, washing, removal of graffiti and emptying waste bins.
- To undertake internal duties such as sweeping, hoovering, dusting, polishing, removal of refuse from designated areas.
- Undertake duties such as high cleaning, cleaning windows, stripping and re-polishing floors.
- To ensure that toilet and sanitary areas are kept in clean and hygienic condition in accordance with the high standards set by Sheffield International Venues.
- Ensure all checks are completed to include Cleaning Check Sheets.
- To operate and use powered cleaning equipment.
- Adhere to the Company policies and procedures to include appearance standards.
- Open up/lock up building as required.
- Report any defects of building/equipment failure to the supervisor or Duty Manager.
- To work on own initiative in the absence of a supervisor.
- This list of duties is not exhaustive and you will be required to undertake any other duties that may be necessary.

5 Health and Safety

- Adhere to the Company's health and safety policy and procedures at all times.
- To ensure the Centre complies with all current Health and Safety legislation.
- To report immediately any areas of concerns to either a line manager or Duty Manager.
- To report all defects/breakages to the line manager.
- Attend all health and safety training when required including outside normal working hours.