

## **JOB DESCRIPTION**

### **DOMESTIC AND KITCHEN ASSISTANT**

**Responsible for:** As a team, responsible for maintaining high standards of cleanliness throughout the school.

**Consulting with:** Bursar/Chef Manager/HR Manager/Site Manager

**Reporting to:** HR Manager and Chef Manager

#### **Responsibilities of position:**

- General cleaning duties to include dusting, sweeping, hoovering, disinfecting, mopping, polishing, wiping paintwork, emptying rubbish bins, cleaning taps, refilling toilet dispensers, refilling paper towel dispensers, wiping tiles
- To clean and tidy designated area to a high standard, observing good practice and maintaining high hygiene standards
- General washing up duties
- Preparation of the dining hall for the lunch period
- Replenish supplies throughout the lunch period – cutlery, dishes, water
- Clearing of tables
- Be familiar with the School's H&S Policy and ensure this is adhered to at all times
- Follow correct COSHH regulations when working with chemicals
- Use correct signage when working, i.e. Wet Floor, Closed for Cleaning. Ensure cables are not left trailing across the floor, causing a trip hazard
- Keep fire exits unblocked and cupboards clean, safe & tidy
- Attend relevant internal training sessions and team meetings with either the HR Manager and/or Site Manager regarding updates or new equipment/products
- Team members are required to be flexible and support each other during busy periods and absences in order to provide a seamless housekeeping service across the school and ensure that the highest priority tasks are dealt with.

#### **Generic:**

- Attend all statutory training that is required to work within a School.
- Take part in the school appraisal system.
- Be sympathetic to the school's aims and ethos.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood.

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

**Safeguarding**

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.