

Job Description

Job Title	General Assistant
Directorate	Children and Young People's Services
Service Area	Children's Social Care
Grade	2
Competency Level	1
Salary	£24,027 - £24,790
Job Type	Office Based
Location	Children's Homes City Wide
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	

Job Purpose

To assist in maintaining a high standard of cleanliness and hygiene within the home.

Directly Responsible For:

No supervisory responsibilities

Directly Responsible To:

Deputy Manager/Team Leader

Main Areas of Responsibility:

- Maintain a high standard of hygiene and cleanliness within the home. Cleaning of designated areas including polishing, dusting, mopping, hoovering, cleaning paintwork and windows
- To follow a cleaning schedule that ensures a high standard of cleanliness complying with Health and Safety procedures, Food Safety Act (1990) & Food Safety (General Food Hygiene) Regulations 1995
- Kitchen duties – cleaning work surfaces / tables / chairs. Washing/drying of crockery and flooring. Cleaning of cookers / fridges and other equipment
- Cleaning of hand basins / toilets and bathrooms
- To undertake general laundry duties including washing and ironing
- Assist with the preparation of meals as and when required
- To be responsible for the safe storage of cleaning materials and household appliances
- Advise the Deputy Manager regarding the ordering of cleaning materials and the level of stock
- To undertake supervision and training in line with the expectations of the post
- To be responsible for maintaining safety standards within the home and to liaise with the Deputy Manager/s regarding issues of maintaining Health and Safety
- To maintain daily written records relating to storage temperatures of food products
- To liaise with residential care staff & service users as appropriate to determine views on the cleaning of bedrooms/bathrooms, changing of bed linen whilst taking into account the privacy and dignity of the service users at all times
- To engage with children and young people in a positive manner
- To work in a flexible manner – including weekend working

Supervision and Management Responsibility:

- No supervisory or management responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The role involves manual handling.=

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Commitment to undertake training (A/I)

Desirable

- Food hygiene certificate

Experience

Essential

- Experience of general domestic duties paid or unpaid (A/I)

Skills/Abilities

Essential

- Good organisational skills (A/I)
- To work effectively alone or as part of a team (A/I)

Desirable

- Awareness of Health and Safety working practices
- Awareness of COSHH regulations

Commitment

Desirable

- An understanding of and personal commitment to the Vision & Values of Liverpool

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate