



The Richmond Fellowship  
Scotland

## **JOB DESCRIPTION – DOMESTIC CLEANER**

This description gives an over view of the post, the key responsibilities and the context within which the post is offered. It is not intended to be an exhaustive statement of Terms and Conditions within TRFS.

### **Post details**

**Job Title** : **Domestic Cleaner**  
**Salary** : **£7038.00**  
**Hours** : **20hrs per wk**

**Accountable to:** **General Manager**

### **Values and Commitment**

TRFS is committed to providing high quality supports designed around individual abilities, needs and choices. TRFS is committed to promoting independence and inclusion within communities. TRFS believes everyone is able to make their own individual contribution. TRFS seeks to work in partnership with all relevant parties but in particular with the individual themselves.

### **Support Services**

TRFS supports over 2500 people across Scotland and provides a wide range of services designed to meet diverse needs. TRFS supports people with a range of abilities and needs, including those with mental health difficulties, learning disabilities, people with autism, individuals with dementia and people with alcohol related difficulties. TRFS supports people of all ages. TRFS provides most support within peoples own homes, but also offer services such as drop in centres, respite, and Care Homes.

TRFS is keen to ensure the voice of those we support is actively listened to, both in terms of the development of individual support and in terms of our organisational development

### **The Job**

The Domestic Cleaner will be part of a dedicated and motivated team who strive to provide the best care and support to the adults who live at Todhill Country Centre. You will play a crucial role in ensuring visitors or professionals visiting the Centre, receive a positive first impression of the residents home by ensuring areas are kept to a very high standard of cleanliness.

### **Key Responsibilities**

- To undertake cleaning duties in areas as directed by the General Manager.
- To report maintenance issues immediately, e.g. broken equipment.
- To be responsible for ordering and maintaining cleaning equipment stock.
- To clean and maintain communal areas within the care home, including cleaning surfaces and vacuuming and dusting
- To have an understanding and comply with all COSHH regulations.
- To work within the relevant legislation, policies and procedures.
- To attend training courses as identified and agreed for appropriate development.
- To comply with current legislation concerning infection control.
- To ensure the appropriate recording and audits required are prioritised.

This is not intended to be a complete and full list of responsibilities other tasks may be required from time to time.

### **Qualifications and Experience**

Experience in a similar role is preferred.

### **Additional Information**

All staff must familiarise themselves with all the Policies and Procedures of TRFS and work within both procedural and legal frameworks including Health and Safety and Equal Opportunities. In particular all staff have a duty to ensure they comply with requirements under the Protection of Vulnerable Groups (Scotland) Act 2007.

Prior to any unconditional offer of employment being made TRFS requires to have the following compliances satisfied:

- Two satisfactory references
- Satisfactory enhanced disclosure certificate
- Compliance with Asylum and Immigration Act 1996
- Qualification/SSSC registration (if applicable).