



## Job Title - Domestic Operative

**Responsible to:** Hall Manager

**Department:** Operations

**Location:** Sheffield 3

**Personal Attributes:** Essential

Good Communication skills  
Good Organisational skills  
Self motivated  
Ability to work alone  
Flexible approach to duties  
& hours  
Honest and reliable

Desirable

Previous cleaning experience  
Awareness of COSHH

**Other Qualities:** Attention to detail. Presentable. Friendly nature

**Overall Purpose:** To provide day-to-day support to the Hall Manager by delivering a high standard of domestic and housekeeping services to the Hall.

### Key Duties/Responsibilities

- Daily cleaning of designated areas, following site specific Cleaning Schedule.
- Ensure all Operation Procedures relating to Health & Safety are adhered to e.g. Manual Handling, COSHH.
- Assist with periodic cleaning, including Summer Cleans and Deep Cleans, to a specified high standard.
- Checking for any damages and follow reporting procedures accordingly.
- To operate various cleaning equipment/machinery in accordance to the training provided.
- Responsible for own cleaning material stock levels, within budgeted allocation.
- Adhoc cleaning as required, following Opal's 'Look See Action' procedure.
- To comply with all policies and procedures stipulated in the Staff Handbook.
- To contribute constructively at internal meetings by airing views, expressing opinions and suggesting ways of improving the service we give to our customers.
- To attend any training made available to you and take responsibility for your development.
- Other general duties deemed necessary by the Hall Management.

