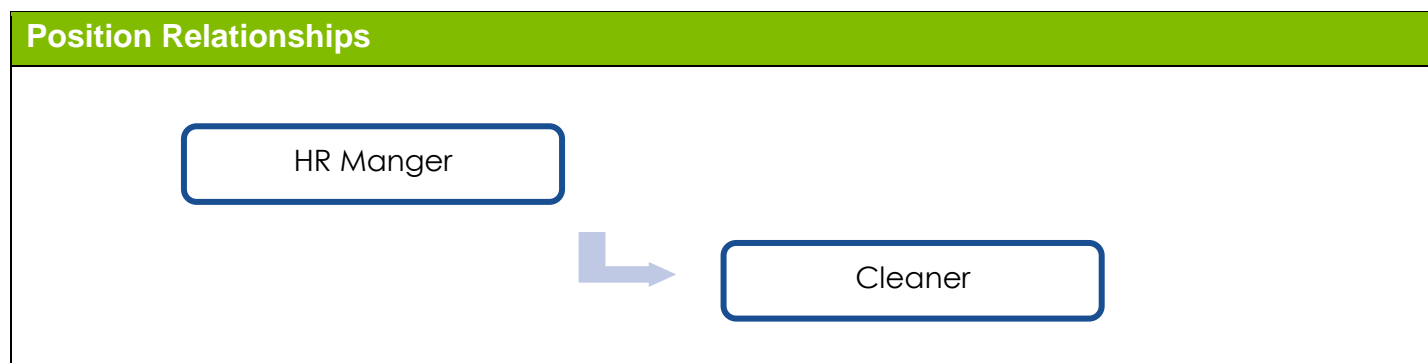


Job Description

Position Description	
Job Title	Domestic Assistant
Department	Cleaners & Security
Reporting to:	HR Manger
Location	Headquarters, Banbridge
Hours	Monday to Friday – 20 hrs. per week
Scope of Role	You will ensure all cleaning tasks are completed in a timely and efficient manner



Key Responsibilities
<ul style="list-style-type: none"> • Clean all office areas (including meeting rooms and board room) and workstations to a high standard • Clean all communal areas such as reception, canteen, kitchens, toilets and break out areas to a high standard • Dust, damp wipe, and wash furniture • Sweep, damp mop all hard surface flooring • Hoover all carpets • Ensure the cleaning store is kept clean, tidy and well stocked at all times • Maintain Health and Safety standards at all times

Person Specification

	Essential	Desirable
	Previous cleaning experience	
	Ability to work independently and use initiative	
	To be reliable and responsible with a flexible approach to work	
	Good attention to detail	
	Good communication skills	