

Job Framework, Domestic Assistant



Purpose:

To assist in the smooth running of the clinic by carrying out routine cleaning duties, delivery of high standards of hygiene, together with occasional cleaning tasks as required.

Job Title:	Location:	Reporting to:	Probationary Period:
Domestic	MS Essex	Deputy Centre Manager	6 months (for permanent team members)

Marie Stopes International (MSI) is a marketing focused, results oriented social enterprise. We develop efficient, effective and sustainable family planning programmes in the UK and overseas. The UK division provides services to men and women over 130,000 times a year.

The primary responsibility of this role is to further MSI's Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individuals right to: **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live **MSI CORE VALUES**:

mission driven	customer focused	results orientated	pioneering	sustainable	people centered
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Key Responsibilities	Measure
Major Duties	
<ul style="list-style-type: none"> clearing of crockery from ward areas, stacking of dishwasher and general tidying up in the kitchen cleaning all allocated areas cleaning of washrooms and toilet facilities in allocated areas checking and replenishing of disposables i.e. paper rolls and towels disposing of all waste in allocated areas report any faults, breakages or damaged equipment to Deputy Centre Manager assist in preparation and serving of light meals, as directed 	<ul style="list-style-type: none"> Check by Deputy Centre Mgr Check list Check list Check by Deputy Centre Mgr Check by Deputy Centre Mgr Check by Deputy Centre Mgr Check by Deputy Centre Mgr
Other Duties	
<ul style="list-style-type: none"> take part in organised training events tasks as requested by the Deputy Centre Manager or Centre Manager 	<ul style="list-style-type: none"> Check by Deputy Centre Mgr Check by Deputy Centre Mgr

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Skills and Experience

Qualifications:

- experience more important than qualifications
- literate and numerate, in English language

Skills / Experience:

- attention to detail
- basic awareness of Health & Safety at work
- experience of commercial cleaning / catering / domestic work

Personality:

- warm and friendly
- flexible / adaptable
- reliable and punctual

Attitude / Motivation:

- non-judgemental
- pro-abortion
- willing to take responsibility and see things through

Social Skills:

- team player
- good communicator
- good listening skills