

# Lancashire County Council Combined Role Profile

## Grade Profile - Grade 2 – Support Roles

Applies to **all** posts at Grade 2

<b>Purpose</b> To carry out a number of tasks in support of, or the delivery of, the service.
<b>Scope of Work</b> Role holders will undertake a number of routine procedures and use associated tools and equipment. Some personal initiative may be required.
<b>Accountabilities/Responsibilities</b> The following are a range of duties that are appropriate to this grade. The Operational Context Form will specify duties appropriate for the role. <ul style="list-style-type: none"><li>▪ Observes personal duty of care in relation to service users or equipment or resources used in the course of work.</li><li>▪ Role holders may be required to make minor decisions by selecting from a choice of options or by identifying straightforward solutions to simple problems.</li><li>▪ Role holders may be required to determine the sequence and timing of own job or that of others.</li><li>▪ Personal care tasks, such as bathing, toileting and feeding clients or accompanying passengers who have known medical and / or behavioural conditions.</li></ul>
<b>Skills, knowledge and experience</b> <ul style="list-style-type: none"><li>▪ Role holders will either need previous relevant experience or specific training in the job tasks.</li></ul> <p>In addition to the skills, knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p>
<b>Performance Indicators</b> <ul style="list-style-type: none"><li>▪ Completion of tasks to required standards and deadlines.</li></ul>

# Lancashire County Council

## Operational Context Form

<b>Post title:</b> <i>Cleaner</i>					
<b>Directorate:</b> Operations & Delivery			<b>Location:</b>	Tower Wood Outdoor Education Centre, Windermere	
<b>Establishment or team:</b>		Tower Wood Outdoor Education Centre, Windermere		<b>Post number:</b>	E02002914005
<b>Grade:</b>	Grade 2	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	No
<p><b>Scope of Work – appropriate for this post:</b></p> <p>Cleaning of the Centre to ensure a high standard of cleanliness and hygiene is maintained including bathroom, shower and toilet areas, areas in use for residential and recreational purposes, public areas, offices, kitchens and dining rooms.</p> <p>Cleaning of indoor and outdoor sport, leisure and recreational wet and dry areas including changing rooms, drying rooms, stores, toilets and showers.</p> <p>To operate dishwashers and clean dining, communal and kitchen areas after meal service in the Centre.</p> <p>Assist the Kitchen Team to keep a clean and safe working environment by ensuring catering items and equipment are washed and put away on a regular basis and that the Kitchen is clean at all times in accordance with Health &amp; Safety Regulations.</p>					
<p><b>Accountabilities/Responsibilities – appropriate for this post:</b></p> <p>To be responsible for the washing, drying and ironing of the house laundry including operating the rotary iron. To wash and dry any of the Centre's outdoor activity clothing as and when required. To report necessary repairs and carry out as required.</p> <p>To undertake other duties appropriate to running the accommodation and catering requirements of the Centre including weekend, evening and Bank holiday working and assisting with open days and special events.</p> <p>Take an active role in the House Team, attend meetings and take an active role in ensuring all aspects of Health and Safety are adhered to and report defects to the House Manager.</p> <p>Responsibility for the removal of rubbish, emptying litter bins, washing up, vacuum cleaning, sweeping, mopping, polishing and dusting and where necessary, the use of powered equipment e.g. vacuum cleaners, carpet shampoo machine to ensure the highest standards of cleanliness in the Centre.</p>					
<p><b>Additional Supporting Information – specific to this post:</b></p>					
<b>Prepared by:</b>	Andy Murphy			<b>Date:</b>	October 2017

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

# Lancashire County Council

<b>Person specification</b>		
<b>Post title:</b> Domestic Assistant	<b>Grade:</b> Grade 2	
<b>Directorate:</b> Operations & Delivery	<b>Post number:</b>	
<b>Establishment or team:</b> Tower Wood Outdoor Educaiton Centre, Windermere		
<b>Requirements</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), or other (give details)</b>
<b>Qualifications</b>		
Health and Safety qualifications e.g. Manual Handling, COSHH	D	AF, I
A Food Hygiene Qualification	D	AF, I
City & Guilds/NVQ Catering Qualification or equivalent	D	AF, I
<b>Experience</b>		
Cleaning in a commercial context in accordance within Hygiene and Health and Safety requirements.	D	AF, I
Basic food preparation duties.	D	AF, I
<b>Knowledge and skills</b>		
Knowledge of current environmental health and hygiene regulations.	D	I
Knowledge of Health and Safety guidelines relation to manual handling and COSHH Regulations.	D	I
Ability to undertake basic preparation of ingredients and meals to support food service within the Centre.	D	I
An awareness of special dietary requirements e.g. cultural, allergen or health needs	D	I
Ability to manage own time, prioritise work and work to tight deadlines in accordance with Centre schedules	E	I
Ability to work as a team and be an active team member	E	I
<b>Other (including special requirements)</b>		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others	E	I
4. Requirement to work evenings, Bank Holidays and weekends as required by the Domestic Team's shift pattern and bookings at the Centre.	E	I
5.		

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**Date:**  
October 2017

**Note: We will always consider your references before confirming a job offer in writing.**

## LANCASHIRE COUNTY COUNCIL

### PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

#### **CONFIDENTIAL**

Team/Establishment	Tower Wood Outdoor Education Centre
Post title	Domestic Assistant
Description of main activities the employee will be required to undertake (or attach role profile) Job Description attached	
Form completed by: (print name) Andy Murphy	

#### **A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

		YES	NO
1	Work at heights ( <i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits ( <i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions ( <i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome ( <i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances ( <i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i> ).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products ( <i>e.g. some paints</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions ( <i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

<b>Head of Service/Headteacher/Line Manager</b> <i>(please print)</i>		Andy Murphy	
<b>Telephone Number:</b>		<b>Date:</b>	October 2017

V1.4

10/05/2011