



Job description

Job title: General Assistant

Post No:

Grade: 3

Directorate: Housing and Communities

Reports to: Senior Housing Officer

Purpose of the job

To ensure a clean, safe and welcoming environment by carrying out cleaning duties in communal areas, bathrooms and staff offices, and by providing general assistance in the dining room and kitchen to support smooth daily operations.

Main areas of responsibility

- Undertake cleaning duties at Gretton Court in accordance with the cleaning specification.
- Report all damage and defects to the Senior Housing Officer.
- Monitor stock levels of cleaning materials and request re-orders through the Senior Housing Officer.
- Adhere to all COSHH regulations and maintain accurate records.
- Carry out regular flushing of communal water outlets, including toilets, showers, bathrooms, guest room and void flats at Gretton Court.
- Assist with the preparation of food in the absence of the cook or catering assistant
- Support the serving of meals as required.
- Maintain high levels of hygiene and cleanliness in all communal areas and toilets.
- Follow the Councils Health and Safety procedures and ensure safe working practices for yourself and others.

- To undertake such other duties as may from time to time be assigned within the general scope of the post.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

Criminal background check

Safeguarding children and adults is of utmost importance at Melton. This role has been identified as requiring a Disclosure and Barring Service (DBS) check. It is an obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status while employed.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.



Person specification

Minimum of 12 months experience in cleaning within a commercial environment.

Previous experience working in a commercial kitchen.

Knowledge and awareness of Health and Safety regulations, including COSHH

Possession of a valid Food Safety Certificate.

Demonstrates honesty, reliability and strong work ethic.

Ability to work effectively as part of a team.

Flexibility to work alternate weekends and provide cover for staff absences when required.