



Job Title:	Domestic Assistant
Unit/School:	Commercial Services
Grade:	1A/B
HERA:	COMM05

Core purpose of role

This is a key post that will contribute to the ambitions of the University's Strategy 2030.

To be responsible to the Halls Management staff and Domestic Supervisors, for the domestic upkeep of residential accommodation. To be responsible for providing high levels of customer care and service delivery. To be active, flexible and a dedicated member of the halls administration team.

Key responsibilities and contributions

- To ensure that designated halls and other areas are kept in a clean and hygienic condition.
- To wash, sweep and wipe down in communal areas (including kitchens and communal bathrooms), using the appropriate cleaning equipment and to empty bins in designated areas.
- To change bed linen as necessary.
- To clean bedrooms when students vacate during term time.
- To service rooms for conference delegates.
- To adhere to relevant Health, Safety and Hygiene legislation.
- To assist in the reporting of maintenance faults and damage to the Halls Office.
- To provide a friendly environment for all residents.
- To keep stores/ trolley in a clean and tidy condition.
- To clean windows and glazed panels as required.
- To make available a vacuum cleaner for students use.
- To carry equipment including duvets, pillows and cleaning equipment as necessary.
- To carry out a thorough recess clean at the end and start of each term.



- Any other such reasonable duties, which are required for the effective performance of activities within the Unit.

Person specification

Essential qualifications / Professional memberships

Essential experience, knowledge and skills

1. Basic hygiene skills.
2. Good personal communication skills, written and oral.
3. Domestic experience in a similar environment.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				



C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				
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Disclosure & Barring Service requirements

This post requires an enhanced DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University’s policies and procedures.