

## Job Description

<b>Job Title:</b>	Cleaning Assistant
<b>Base:</b>	Housekeeping
<b>Band:</b>	2
<b>Reporting to:</b>	Amanda Urch

### Our Values

Our values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

#### Patient Centred and Safe

Our focus is on delivering high quality, safe and person focussed care through teamwork and continuous improvement

#### Professional

We will be open and honest, efficient and act as role models for our teams and our communities.

#### Responsive

We will be action oriented, and respond positively to feedback.

#### Friendly

We will be welcoming to all, treat people with respect and dignity and value others as individuals.

#### Progressive

We will constantly seek to improve and transform the way we work, to ensure that our services respond to the changing needs of our communities

### Main Purpose of the Job

- To ensure patient care and associated areas are maintained in a clean and hygienic condition to pre-determined standards.
- To achieve and maintain professional standards as determined by the Housekeeping Department.
- Follows well established procedures, supervision close by.
- To help support the Prevention and Control of infection by maintaining a clean and safe environment.

### Main Responsibilities and Duties

#### KEY "TASKS" (KEY RESULT AREAS) )

1. To maintain clean and hygienic conditions in all allocated areas including wards, to ensure cleaning quality standards are met and complied with.
2. To observe the Trust's 'Colour Coding' for cleaning equipment and materials.
3. To take responsibility for the stores, cleaning equipment and associated products, following the prescribed Housekeeping, Security and Health and Safety guidelines, ensuring stock is stored in a secure and safe manner.
4. To replenish supplies in all allocated areas and to ensure stocks are maintained at the prescribed level and reduce stock consumption wherever possible.



5. To monitor own area of work to ensure this meets required quality standards of hygiene.
6. To conduct periodic floor maintenance and deep clean in order to achieve and maintain pre-determined cleaning standards and to set up HPV equipment .
7. To be able to carry out duties in a major incident, fire, site security or any other emergency ensuring effective contribution.
8. To be able to carry out any task to the standard set by the Housekeeping Department.
9. To put into practice, training and instruction given and contribute appropriately, to the efficient delivery of the Housekeeping Service.
10. To follow Departmental and Trust Policies and make comment on proposals to change if required.
11. To complete surveys and audits as required in this post, i.e. staff surveys and participate in cleaning audits i.e. internal place inspection for your area.
12. To maintain Patient safety through vigorous and consistent compliance with Trust Policies for the prevention and control of infection, including hand hygiene. To undertake appropriate mandatory training and updates in infection prevention and control.
13. To safeguard and promote the welfare of children and young people, in compliance with Trust and staff responsibilities, under Section 11 of the Children Act 2004; to follow the Trust's Safeguard Children and Child Protection Policies and Guidelines and undertake appropriate mandatory training and updates in safeguarding children/child protection. By following Trust Policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time.
14. To take on a key worker role as required e.g. Safe 7, reduction in waste to support trust initiatives.

**Patient / Client Care** – you will assist Patients and relatives during incidental contact, such as giving directions.

**Responsibility for Information Resources** – you will be responsible for recording personally generated information for the purpose of your job, i.e. your Timesheet, Key register, annual leave booking.

**Financial and Physical Resources** – you will observe personal duty of care for equipment and resources used in the course of your job, i.e. cleaning equipment and chemicals etc.

**Human Resources** – you will be required to demonstrate your duties to new staff as well as less experienced staff.

### **Other Factors**

## **COMMUNICATIONS AND WORKING RELATIONSHIPS**

- Develop and maintain effective working relationships with colleagues.
- To communicate formally and informally with Staff, patients, clients, carers, the public or other external contacts at varying levels, using tact and persuasive skills to ensure that day to day duties are performed to and meet with, the required daily standards.
- A Cleaning Assistant is expected to be courteous at all times and maintain high standards of personal hygiene.



## WORKING CONDITIONS AND EFFORT

**Working Conditions** - this post will require exposure to waste materials, including Clinical and Special waste. You will be required to clean floors sinks and toilets.

**Physical Effort** - this post is physically demanding due to the nature of the job.

**Mental Effort** - the work pattern is predictable with few competing demands for attention.

**Emotional Effort** - the Post Holder will in the course of their duties, come into contact with Patients whose appearance or health status may be distressing. In all situations, the Post Holder must maintain the Patient's privacy and dignity.

### Additional Information

The Trust may ask you to undertake other duties, as required, which are not necessarily specified in the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A of this Job Description and Person specification details key information you should be aware of.



