

EAST MIDLANDS AMBULANCE SERVICE NHS TRUST
Role Description (Domestic Cleaner)

Job Title	Station Domestic Cleaner
Accountability	HART Management/Team Leader
Review Date	This job description is subject to periodic revision following discussion with the post holder.

Job Purpose:

Carries out domestic/station cleaning duties within the Hazardous Area response Team base, ensuring appropriate cleanliness and hygiene standards are maintained.

Ensuring and maintaining the Health and Safety of the working environment.

Main responsibilities:

1. Station/ Office Cleaning

- Station cleaning schedule – The work methods and frequencies of cleaning are set out in the Station Cleaning Schedule and must be strictly adhered to, ensuring that cleaning and hygiene standards are maintained.
- Ensure all office areas are maintained and meet the Trusts, Trust headquarters, divisional headquarters, and training centers cleaning standards at all times.
- Equipment – Ensure the proper and effective use and cleanliness of cleaning equipment and materials.

2. General

- Training – Undertake, as required, any necessary training appropriate to the duties associated with the post.
- Health and Safety – Ensure that the Health and Safety requirements

- Fire Precautions – Complies with the fire precaution requirements and the necessary fire drills associated with each aspect of the post duties.
- Operational Standing orders and Memoranda – Ensure that Operational Standing Orders and any other relevant memoranda or instructions issues relating to any aspect of the post are strictly adhered to.
- Other Duties – Undertakes any other duties which may reasonably be required.

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures, and practices of the Trust, which may be amended from time to time.

Patient Safety is a key priority for the Trust. It is your responsibility to ensure that you are fully compliant with EMAS policies and procedures in respect of patient safety, for example Risk Management, Infection Prevention and Control, Safeguarding children and vulnerable adults.

This job description is not intended to be an exhaustive list of duties and responsibilities, but to give an indication of the main areas of activity and involvement.

Communications and Working Relationships:

Internal

HART management team

HART Operatives (Paramedics)

HART Support Staff

Divisional Colleagues including Support Services

External

Suppliers

External Contractors

Station Visitors

Job Description Agreement:

Job Holder's

Date

Line Manager's

Date:

Job

Person Specification

Station Domestic Cleaner

	Essential	Desirable
Experience	Experience of working without supervision.	Pervious work experience as a domestic cleaner.
Knowledge and Skills	<p>Understanding of Health and safety matters as they relate to cleaning duties.</p> <p>Clear written and verbal communication skills</p> <p>Good interpersonal skills</p> <p>Able to understand and follow written/verbal instructions and procedures</p>	
Personal Attributes	<p>Good attendance record over previous 12 months</p> <p>Physically fit and able</p> <p>Smart and clean appearance</p> <p>Reliable and conscientious approach</p> <p>Punctual</p> <p>Demonstrates thorough and methodical approach to work.</p> <p>Displays initiative and an ability to work without supervision.</p> <p>Display enthusiasm for high standards of customer care.</p>	Interest in East Midlands Ambulance Service NHS Trust and understanding of the service.

	<p>Flexible approach to duties and willingness to provide cover for colleagues.</p> <p>Ability to extend hours to cover if necessary.</p>	
--	---	--