



TEMPLED DISGRIFIAD SWYDD

MANYLION SWYDD:

Teitl Swydd	Cynorthwydd Domestig
Band Cyflog	Band 2
Oriau Gwaith a Natur y Cytundeb	
Uwch Adran/Cyfarwyddiaeth:	Ystadau a Chyfleusterau
Adran	Gwasanaethau Domestig
Lleoliad	I'w gwblhau wrth recriwtio

TREFNIADAU SEFYDLIADOL:

Yn atebol yn rheolaethol i:	Reolwr Cynorthwyol Gwasanaethau Gwesty (Domestig)
Yn adrodd i:	Oruchwyliwr Domestig
Yn gyfrifol yn broffesiynol i:	Rheolwr Gwasanaethau Gwesty

Pwrrpas/Crynodeb o'r swydd:

Yn gyfrifol am wneud dyletswyddau glanhau a dyletswyddau perthnasol eraill ar wardiau, adrannau, ardaloedd cyhoeddus a staff a llety preswyl

DYLETSWYDDAU A CHYFRIFOLDEBAU:

- 1 Cynnal safonau glanweithdra lloriau, dodrefn ac offer yn ogystal â chael gwared ar farciau oddi ar waliau/parwydydd/drysau ac ati yn unol â dulliau, safonau ac amllder penodol.
- 2 Cynnal tasgau heb fod yn rhai glanhau sef ymolchi llestri cleifion, jygiau a gwydrau a gwneud gwelyau â dillad glân (o fewn llety staff) yn unol â safonau ac amllder penodol.
- 3 Gweithredu offer glanhau yn cynnwys rhai trydanol er mwyn cyflawni'r safonau glanweithdra

Cyfeirnod CAJE/Dyddiad:

penodol.

- 4 Delio â sbwriel at ddibenion gwaredu.
- 5 Ailgyflenwi tywelion papur, papur toiled, sebon a lleithydd dwylo fel bo angen.
- 6 Monitro stoc offer glanhau, bagiau sbwriel, papur toiled, tywelion papur, sebon a lleithydd dwylo a gwneud cais am fwy fel bo angen.
- 7 Trefnu eich baich gwaith eich hun o ddydd i ddydd o fewn canllawiau rhaglenni gwaith i sicrhau bod yr holl dasgau glanhau yn cael eu cwblhau i'r safon a osodir.
- 8 Cwblhau dogfennaeth i gofnodi bod 'glanhau llawn' wedi'i gwblhau.
- 9 Dangos dealltwriaeth o ddulliau glanhau penodol ac amllder.
- 10 Cyfathrebu â goruchwylwyr domestig, cleifion, ymwelwyr, staff y ward a'r adran er mwyn cyflawni'r safon glanweithdra a ddynodir.
- 11 Sicrhau cydymffurfiad â pholisïau, gweithdrefnau ac arferion da'r Bwrdd Iechyd a'r Adran.
- 12 Cymryd rhan mewn hyfforddi aelodau newydd o staff mewn Gwasanaethau Domestig drwy ddangos dyletswyddau a chyfrifoldebau (heblaw am y peiriant rotari).
- 13 Cynnal systemau priodol ar gyfer diogelwch y ward a'r adran yn cynnwys cloi drysau, gweithredu larymau a diogelwch allweddi fel bo angen.
- 14 Cymryd rhan mewn treialon deunyddiau, dulliau, amllder ac offer glanhau.
- 15 Llenwi eich taflen amser ei hun yn gywir.

Cyfrifoldebau Iechyd a Diogelwch:

- 14 Dangos dealltwriaeth a sicrhau cydymffurfiad â gweithdrefnau iechyd a diogelwch y Bwrdd Iechyd a'r Adran.
- 15 Dilyn gweithdrefnau cywir ar gyfer gweithio offer, peiriannau a deunyddiau, gan sicrhau cydymffurfiad â gweithdrefnau ar gyfer hysbysu diffygion.
- 16 Dynodi peryglon iechyd a diogelwch, cwblhau asesiadau risg anffurfiol, argymhell atebion a gweithredu i leihau'r risg fel bo'n briodol.
- 17 Sicrhau y cedwir at ddulliau gweithio diogel ac adrodd ar ddigwyddiadau a damweiniau yn y ffordd briodol. Helpu ag ymchwiliadau fel bo gofyn

JOB DESCRIPTION TEMPLATE

JOB DETAILS:

Job Title	Domestic Assistant
Pay Band	Band 2
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Estates and Facilities
Department	Domestic Services
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Assistant Hotel Services Manager (Domestic)
Reports to:	Domestic Supervisor
Professionally Responsible to:	Hotel Services Manager

Job Summary/Job Purpose:

Responsible for carrying out cleaning and other related duties within wards, departments, public and staff areas and residential accommodation

DUTIES/RESPONSIBILITIES:

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| 16 Maintain standards of cleanliness of floors, furniture and fittings, as well as removal of marks from walls/partitions/doors etc in accordance with set methods, standards and frequencies. |
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Cyfeirnod CAJE/Dyddiad:

- 17 Carry out non-cleaning tasks i.e. washing of patients crockery, jugs and glasses and making of beds with clean linen (within staff accommodation) in accordance with set standards and frequency.
- 18 Operate cleaning equipment, including electrical in order to achieve the specified standards of cleanliness.
- 19 Handling of refuse for disposal purposes.
- 20 Replenish supplies of paper hand towels, toilet tissue, soap and hand moisturiser as required.
- 21 Monitor the stocks of cleaning materials, refuse bags, toilet tissue, paper hand towels, hand soap and hand moisturiser and request as supply as necessary.
- 22 Organise own day to day workload within work scheduling guidelines to ensure that all cleaning tasks are completed to the set standard.
- 23 Complete documentation to record 'full clean' completed
- 24 Demonstrate an understanding of specified cleaning methods and frequencies.
- 25 Communicate with Domestic Supervisors, patients, visitors, ward and departmental staff in order to achieve the specified standard of cleanliness.
- 26 Ensure compliance with Health Board and Departmental policies, procedure and good practices.
- 27 Participates in the training of new members of staff within Domestic Services by demonstrating duties and responsibilities (with the exception of rotary machine).
- 28 Carry out appropriate systems for ward and departmental security, including locking doors, operating alarms and the security of keys as required.
- 29 Participates in trials for cleaning materials, equipment, work methods and frequencies.
- 30 Ensure the accurate completion of own time sheet.

Health & Safety Responsibilities:

- 18 Demonstrate an understanding and ensure compliance with Health Board and Departmental Health & Safety Procedures.
- 19 Follow correct procedures for operating equipment, machinery and materials, ensuring compliance with procedures for reporting defects.
- 20 Identify Health and Safety Hazards, complete informal risk assessments, recommend solutions and take action to minimise the risk as appropriate.
- 21 Ensure the observance of safe working methods and report accidents and incidents in the appropriate manner. Assist with investigation as required