

### Job Description

Job Ref:	24-097
Job Title:	General Amenity Staff
Grade:	Band 2
Hours:	As per contract
Department:	Community Estates & Facilities Department
Location:	Bexhill Community Sites
Accountable to:	Community Estates and Facilities Manager
Reports to:	Porter Team Leader
Responsible for:	N/A
Dimensions	Budget: Careful use of Trust resources  Staff (wte): N/A
Job purpose	To carry out general amenity tasks determined and agreed by Community Estates and Facilities Manager, in liaison with professional colleagues.

---

#### Department Structure

Please see attached

---

#### Communications and Working Relationships

With Whom:	Frequency	Purpose
Staff / colleagues / patients	As Required	To enhance the environment of the sites
Manager / Team Leader	Daily / As required	Management supervision, work planning, advice and support

---

## **Key Duties and Responsibilities**

1. Maintain a clean, neat and tidy appearance following departmental policy.
2. Undertake painting and decorating tasks both internal and external.
3. Undertake gardening tasks, using a range of gardening equipment.
4. Sweeping and removal of Gardening waste.
5. Complete weekly work completion sheets and forward to Team Leader.
6. Report mechanical defects and repairs in conjunction with Team Leader as and when required.
7. Ensure observation of hygiene legislation and internal policies.
8. Attend in-service training as and when required.

---

## **Working Environment:**

Contact with:

- Contact with cleaning chemicals, smells, chemical spillages (ad hoc)
- Areas of different temperature ranges, dependent on area of work.
- Equipment/machinery.
- Some lone working

## **General Duties & Responsibilities applicable to all job descriptions**

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

<h3><b>Statement</b></h3>
---------------------------

- |   |
|---|
| <ol style="list-style-type: none"><li>1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.</li><li>2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information</li></ol> |
|---|

will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.

3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to, in addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the post holder receives satisfactory clearance from the Disclosure and Barring Service.



**PERSON SPECIFICATION**

Job Title: General Amenity Staff	Grade: Band 2
Department: Community Estates and Facilities	Date: April 2024

\*Assessed by: A= Application I= Interview R= References T= Testing

Minimum Criteria	*	Desirable Criteria	*
Qualifications / Training			
<ul style="list-style-type: none"> <li>Good general level of education including English and Maths</li> </ul>	AI	<ul style="list-style-type: none"> <li>Manual Handling &amp; Lifting</li> </ul>	A
Experience			
<ul style="list-style-type: none"> <li>Previous experience of painting and decorating</li> <li>Previous experience of undertaking gardening</li> <li>Previous experience of working as part of a team</li> </ul>	AI AI AI	<ul style="list-style-type: none"> <li>Customer services experience</li> </ul>	AI
Skills / Knowledge / Abilities			
<ul style="list-style-type: none"> <li>Able to work with minimum supervision</li> <li>Ability to use own initiative</li> <li>Good general communication skills</li> <li>Ability to adapt quickly within the departmental training programme</li> </ul>	AI AI AI AI	<ul style="list-style-type: none"> <li>Good organisational skills</li> </ul>	AI
Other			
<ul style="list-style-type: none"> <li>Reliable Work Record</li> <li>Evidence that personal behaviour reflects Trust values</li> <li>DBS clearance if required</li> </ul>	AIR AIR T		

-----  
Manager's Signature

-----  
Date

-----  
Postholder's Signature

-----  
Date

Department Structure

