

Job Description

Job Information	
Job Title:	Housekeeping Assistant
Directorate/Service:	Capital & Facilities
AfC Band:	Band 2
Responsible to:	Housekeeping Team Leader
Accountable to:	Site Service Manager
Base Location:	Southport/Ormskirk
Job Code:	JM459

Job Summary
<ul style="list-style-type: none"> Providing a customer focused service, to carry out general and specialised cleaning tasks in accordance with Trust procedures. To ensure the environment is maintained to a high standard and safe working practices adhere to in all aspects of environmental/ hygiene management.

Key Responsibilities
<p>KEY DUTIES</p> <ul style="list-style-type: none"> Cleaning of structures, non-clinical patient equipment and components, manually or mechanically. Isolation cleans/infection cleans as required. Set up and use of Hydrogen Peroxide “fogging”/UV machine cleaning of areas as required. Carry ascom to respond to requests for infection cleans/Fogging/UV. Curtain changes as appropriate, safe removal of dirty linen. Follow Waste Disposal Policy to ensure safe removal of waste, ensuring correct segregation of waste. Ensuring that building security controls are adhered to and problems reported immediately. To cover other clinics or hospitals as necessary. To work unsupervised as a Lone Worker and be aware of the issues. Use own judgement to overcome operational issues regarding day-to-day tasks. Use cleaning equipment such as buffers, scrubbers and buckets containing water and cleaning solutions, plus low and high cleaning work, requiring physical effort. Working in the vicinity of body fluids, physical aggression and exposure to hazards may occasionally occur. Ensure good customer relations working with patients and all levels of staff, eg ward managers. To work effectively as part of a team. Adopt an empathetic approach to patients and visitors, ensuring the areas are cleaned with minimal disruption to patients. Be aware of patients who may have challenging behaviours due to their medical condition, ensuring confidentiality and privacy and dignity are observed at all times. <p>CLINICAL & PROFESSIONAL RESPONSIBILITIES</p> <ul style="list-style-type: none"> Ensure compliance with Pas 5748 and hygiene standards. Ensure all appropriate hygiene monitoring is carried out and recorded for every process. Ensure all Infection Prevention and control procedures are adhered, which includes maintaining a high standard of personal hygiene. Ensure compliance with all legal requirements of food safety. Maintain and improve all aspects of service. Responsible for the flushing of water systems and maintaining accurate records in line with regulations pertaining to Legionella and Pseudomonas as instructed. Participate in staff involvement groups for all aspects of the Trust Quality Strategy 2016/21. Participate in trials of products and equipment as required.

INSERT JOB TITLE AND MONTH, YEAR

ADMINISTRATIVE RESPONSIBILITIES

- Maintenance / cleaning of all housekeeping equipment.
- Assist in the commissioning/ decommissioning of area.
- Keep a tidy work environment.

TEACHING & TRAINING RESPONSIBILITIES

- Staff will be trained in all aspects of the housekeeping role over a minimum of 4 weeks or until deemed competent.
- Standard Operating Procedures to be followed.
- All trained staff are expected to display a flexible and supportive attitude to their work and colleagues providing guidance and assistance to new or existing members of staff.
- Participate in the staff appraisal system and attend training in accordance with your personal development plan.
- Complete and maintain competency level.
- Staff to have an understanding of COSHH, and use of PPE, and adhere to health and safety regulations around the use of chemicals.

FINANCIAL RESPONSIBILITIES

- Store keeping including storage and stock rotation submitting orders in a timely manner.
- Ensure economic use of all materials.
- Ensure good practice to minimise waste.

GENERAL DUTIES

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs.
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement Mersey and West Lancashire Hospitals NHS Hospitals Trust "Statement of Policy on Health and Safety at Work" and the Trust corporate "Health and Safety Policies and Procedures". You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.

- You will be expected to undertake the Trusts' commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.
- The post holder will comply with Regulation 5 fit and proper person's requirement for directors. This regulation will apply to directors – by which, we mean executive and non-executive, permanent, interim, and associate positions, irrespective of their voting rights.