

JOB DESCRIPTION

Section 1	
JOB TITLE:	Support Team Assistant – Domestic
PAY BAND:	Band 2
Section 2	
LOCALITY / DEPT:	Cheshire & Wirral Partnership NHS Foundation Trust – Facilities Department
ACCOUNTABLE TO:	Facilities Manager
REPORTS TO:	Domestic Supervisor
RESPONSIBLE FOR:	Assigned domestic duties in line with NPSA National Specification for cleanliness in hospitals.
JOB SUMMARY:	To carry out cleaning duties as per schedule on associated ward areas.
LIAISES WITH:	Domestic Supervisor, Ward Clerk, Ward Manager and other Facilities staff
Section 3	
<u>KEY RESPONSIBILITIES:</u>	
<p>General Cleaning</p> <ol style="list-style-type: none"> To be responsible for cleaning all areas in accordance with the NPSA national standards of cleanliness, following the approved CWP cleaning schedule and to adjust work routine if required for the needs of the ward / department. To be accountable for cleaning all areas in accordance with C.O.S.H.H. regulations. To be accountable for collecting daily rubbish and taking it to designated area. To undertake the washing up of mealtime dishes for patients. To be responsible for opening up or closing buildings as appropriate – this would only be in exceptional circumstances and with prior discussion. To be responsible for informing Porters / security or any security breaches if building is empty. To be accountable for ordering cleaning materials as and when required with your supervisor. To be responsible for keeping all equipment used in connection with duties in a clean and tidy condition. To be responsible for bringing to the attention of the domestic supervisor, all faults on equipment. To provide details of any untoward incident to administrative / senior nursing staff. To use appropriate equipment and PPE while conducting cleaning duties as per organisation policy i.e. colour coded equipment. To undertake any other duties as delegated by their supervisor on an ad-hoc basis. <p>Cleanliness - specifics</p> <ol style="list-style-type: none"> To perform special delegated cleaning tasks as competently, effectively and efficiently as possible, demonstrating due diligence. To ensure all appropriate health and safety requirements are considered and any issues escalated to appropriate facilities management team member. To use equipment provided for cleaning tasks correctly and competently. To report to Managers and Supervisors any problems that are experienced with equipment. To maintain a proper and presentable appearance during the performance of cleaning tasks. To maintain high standards of personal hygiene at all times so that the risk of cross infection is eliminated. To comply with Cleaning services policies, procedures, instructions and work practices. Ensure accurate records are maintained for area of responsibility in line with infection prevention and control procedures/policies. 	

20. To assist in ensuring that immediate corrective action is taken in the event of failure of cleaning process.
21. To ensure equipment is not causing a risk to staff patients or visitors, considering appropriate risk assessments as required
22. To liaise with Ward staff and Housekeeper for timing of cleaning to areas to reduce disruption to clinical environment.
23. To identify, record and report any product, service, process and quality problems to Supervisor, Facilities manager or Ward manager

Training

24. Training will be given and those in post will have the opportunity to attend further courses.
25. To attend all core training and any other training designated by their manager.

General duties

26. To assist by moving location in emergencies i.e. cover for holidays and sickness.

Section 4

1. HEALTH AND SAFETY

All staff have a general duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. All safety rules, regulations and codes of practice relating to the work area should be observed.

2. INFECTION PREVENTION AND CONTROL

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies, and make every effort to maintain high standards of infection prevention at all times in accordance with The Health and Social Care Act 2008: code of practice on the prevention and control of infections and related guidance (2015). All staff employed by Cheshire and Wirral Partnership NHS Foundation Trust, and any contracted staff have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas, between each service user contact and after any clinical or cleaning task.
- Relevant staff members must attend an annual face to face training session or complete the e learning session provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to others have a duty to contact the IPCT and Occupational Health.

3. EQUALITY AND DIVERSITY

To value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.

4. COMPETENCY OF HEALTH PROFESSIONALS

To maintain professional registration (as appropriate) and to act in accordance with professional codes of practice and guidelines. To follow Trust policies and procedures and maintain up to date skills and knowledge through participation in Continuing Professional Development.

5. STAFF INVOLVEMENT - INDIVIDUAL RIGHTS & RESPONSIBILITIES

To work in partnership to achieve service objectives and promote a culture of working together through good communications, openness and honesty.

6. SAFEGUARDING

Everyone within CWP has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm. Every adult has a responsibility to protect children and as employees of the Trust we are duty bound always to act in the best interest of a child about whom we may have concerns.

7. KSF

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

8. SUPERVISION

To take responsibility for personal development by accessing appropriate supervision and personal development as per CWP supervision policy.

Section 5**PERSON SPECIFICATION**

	<i>Essential</i>	<i>Desirable</i>	<i>Method of Assessment</i>
Qualifications	<ul style="list-style-type: none"> General Education Hold or willing to undertake accredited Level 2 award in cleaning 	<ul style="list-style-type: none"> NVQ Level 2 in Cleaning Food Safety qualification 	<ul style="list-style-type: none"> Certificate
Knowledge and Expertise	<ul style="list-style-type: none"> Ability to accept and prioritise instructions 	<ul style="list-style-type: none"> Previous NHS cleaning knowledge would be desirable 	<ul style="list-style-type: none"> References
Experience	<ul style="list-style-type: none"> Good understanding of cleaning services 	<ul style="list-style-type: none"> Previous experience in Domestic Services and/or catering. Previous experience in dealing with the public 	<ul style="list-style-type: none"> References
Analytical and judgemental skills	<ul style="list-style-type: none"> Ability to communicate with other staff, Trust employees and patients. Ability to multi-task Ability to work as part of a team Methodical approach to work 		
Personal skills	<ul style="list-style-type: none"> Flexible approach to working hours and shift patterns. Friendly approachable disposition Demonstrate high personal standards and service. Be calm and confident, particularly in stressful situations 		

To be completed by HR

Job Number:	0134a	Version No:		Issue Date:	04/12/2018
KSF Number:		Version No:		Issue Date:	
Jurisdiction of JD:					