

# TETBURY HOSPITAL TRUST LTD

## JOB DESCRIPTION

**Title:** Domestic

**Grade :**

**Responsible to:** Matron

**Accountable to:** Matron

**Liases with:** Doctors, Dentists, nurses, healthcare assistants, porters, patients and relatives, managers, maintenance staff

### **Job Summary:**

To deliver a high standard of cleaning service, in compliance with the National Standards of Cleanliness, to ensure compliance with and Infection Prevention and Control procedures and Care Quality Commission audit standards

### **Principle Duties:**

#### **1 Cleaning Duties**

- 1.1 To clean all hard and soft high and low surfaces using appropriate cleaning techniques e.g. sweeping, mopping, polishing, buffing, vacuuming or shampooing.
- 1.2 To clean all furniture, fixtures, fittings & non-equipment by damp dusting or polishing as appropriate.
- 1.3 To clean all sanitary ware, paying particular attention to the base of taps, drain holes, pipework, hinges, handles and underside of toilet seats.
- 1.4 To clean all paintwork, doors, door frames, window ledges etc. ensuring these items are free from dust, debris, smears and stains.
- 1.5 To clean all internal glass in doors, partitions and screens using appropriate cleaning techniques.
- 1.6 To empty rubbish bins, secure bags with the appropriate clip/tag and take bags to the collection point. To reline bins using the correct colour coded polythene bag, ensuring the bin has first been thoroughly cleaned.
- 1.7 To replenish consumable supplies advising the nominated staff member for stock ordering when stocks need to be re-ordered.
- 1.8 To put away stores and provisions ensuring good stock rotation.
- 1.9 To remove soft furnishings for laundering reporting any damaged items to the Matron.
- 1.10 To vacuum clean all window blinds ensuring any damaged items are reported to the Matron.
- 1.11 To report any evidence of pest or pest infestation, building defects or conditions which may be conducive to infestation to Matron.
- 1.12 To carryout special cleans as directed by the Infection Control Nurse or Matron in the event of infection.
- 1.13 To ensure that all doors and windows are secured when work is completed, checking keys to ensure none are mislaid and securing appropriately.

## **2 Health & Safety**

- 2.1 Work in accordance with the NHS Cleaning Manual and standard operating procedures.
- 2.2 Comply with Trust Policy and current Legislation with regard to the collection of clinical waste.
- 2.3 Comply with COSHH regulations concerning the safe use of chemical cleaning agents.
- 2.4 Comply with Trust Infection Control Policies at all times.
- 2.5 Complete incident forms in respect of observed potential hazards, accidents and incidents.
- 2.6 Observe appropriate moving and handling methods when moving equipment, furniture or carrying out daily work routine.
- 2.7 Implementing prompt and appropriate response to fire or emergency alerts.

### **Confidentiality**

As an employee you have a responsibility to maintain the confidentiality of any confidential information which comes into your possession regarding patients, employees or any other business relating to the Tetbury Hospital Trust

Your attention is drawn to the confidential nature of information collected within the health service. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

### **Health & Safety**

As an employee you have a responsibility to abide by all of the safety practices and codes provided by the Trust and have an equal responsibility with management for maintaining safe working practices for the health and safety of yourself and others.

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors,

All employees must comply with the Trust Infection Control Policy. All employees must attend infection control training

### **Quality Assurance**

As an employee of the Trust you are a member of an organisation that endeavours to provide the highest quality of service to our patients. You are an ambassador of the organisation and, as such, are required to ensure that high standards are maintained at all times.

### **Equal Opportunities**

As an employee you have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Trust's Equal Opportunities Policy.

### **Risk Management**

You have a responsibility for the identification of all risk which have a potential adverse affect on the Trust's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

### **General Notes**

The duties outlined in this role specification serve as a guide to the current and major responsibilities of the post. The duties and obligations associated with the post will inevitably vary and develop and the role specification will be reviewed on a regular basis. Changes will be subject to consultation with the postholder.

### **Safeguarding**

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures

### **Development**

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular 1:1s and appraisals with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

### **NHS Constitution**

As a commissioned provider of NHS services, Tetbury Hospital Trust has a responsibility to adhere to the NHS Constitution which establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another. All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

### **Criminal Records**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

## **PERSON SPECIFICATION**

*This document describes the qualities required for a post-holder that are not captured by the JD.*

<b>SPECIFICATION</b>	<b>DESCRIPTION (Essential)</b>	<b>DESCRIPTION (Desirable)</b>
<b>Qualifications</b> <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here.)</i>	<ul style="list-style-type: none"><li>• Good basic education</li></ul>	
<b>Experience/Skills</b> <i>(Type and level of experience required to fulfil duties)</i>	<ul style="list-style-type: none"><li>• Experience of working as part of a team.</li><li>• Experience of general domestic work</li></ul>	<ul style="list-style-type: none"><li>• Experience working in health service or hospitality industry</li><li>• Ability to respond appropriately to emergency incidents.</li></ul>

<b>Communication Skills</b> <i>(Indication type of communication and audience. e.g. face-to-face with patients, presentations to colleagues, etc.)</i>	<ul style="list-style-type: none"> <li>• The ability to complete appropriate forms, accurately record messages, complaints or incident details</li> <li>• The ability to communicate verbally with colleagues and others</li> <li>• The ability to read, write and communicate in English.</li> </ul>	
<b>Flexibility</b> <i>(Note here any flexibilities required by the post. e.g. Shift Working required, New tasks may need to be undertaken frequently,)</i>	<ul style="list-style-type: none"> <li>• Due to the nature of the service evening / morning and weekend work may be required</li> <li>• Cover for annual leave will be required</li> </ul>	
<b>Other</b> <i>(Any other key issues not recorded elsewhere in JD or person spec.)</i>	<ul style="list-style-type: none"> <li>• Will require manual dexterity in order to operate equipment.</li> <li>• Physical skills to operate buffing machine etc.</li> <li>• Knowledge of good health and safety practice.</li> <li>• Understanding of equal opportunities.</li> <li>• Understanding the importance of confidentiality</li> </ul>	

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification

	Name	Signature	Date
Post Holder			