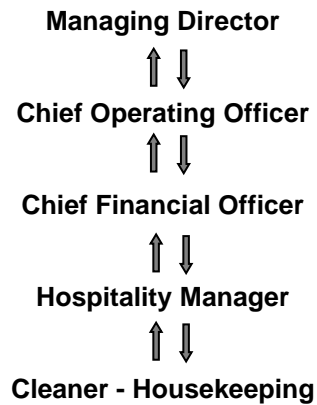




Braemar Hospital Job Description
Position Title: Cleaner - Housekeeping

Responsible to Hospitality Manager
Prepared/Reviewed January 2021

Place in Organisation



Position Holder's Name _____

Position Holder's Signature _____

Manager's Name Lee Parker _____

Manager's Signature _____

Date _____

Purpose of the Position

Maintaining a high standard of cleanliness in all patient rooms, corridors, lounges and utility areas, and theatre areas to the infection control standards.

Ensuring regular maintenance of equipment.

Ensuring safe storage of all cleaning materials (complying with Material Safety Data Sheets).

Following the Policy Manual, its definitions of methods of work standards and requirements.

Ensuring their contribution to the Housekeeping team supports BH mission and codes of behaviour.

Nature & Scope of Responsibilities

The following accountabilities cover all cleaning tasks in Housekeeping. An employee shall have a combination of tasks set for a shift by the Senior Housekeeper. Typically, theatre cleaning will be undertaken on a separate shift to other ward/office cleaning.

Theatre cleaners will typically work from 7:00pm to 11:00pm or 12:00pm weekdays and may at times be required to work alone. Theatre cleaning is assessed monthly by Management to ensure a clean environment to protect patients and staff. From time to time weekend or other work may be required

Education / Orientation / Health & Safety

Accountabilities	Performance Measures
Training and development.	<p>To undertake willingly and with a sense of purpose, any training that may be required for individual training and development needs.</p> <p>To be conversant with the Material Safety Data sheets, and all safety and health requirements in the housekeeping environment.</p>
To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 (and any amendments) and associated Braemar policies	<p>Work practices ensure safety for self and others.</p> <p>Advice or assistance is sought before commencing an unfamiliar work practice.</p> <p>Hazards are identified, control plans documented, and hazards eliminated, minimized or isolated.</p> <p>Comply with Braemar Hospital incident reporting policy.</p> <p>Emergency management procedures and compulsory / compliance education and training completed.</p>

Continuous Quality Improvement	
Accountabilities	Performance Measures
To actively contribute to Continuous Quality Improvement activities within the service	Contributes to the service's Continuous Quality Improvement by: <ul style="list-style-type: none"> • Identifying improvement opportunities • Notifying the Senior Housekeeper and Hospitality Manager of these • Participating in the service's quality improvement activities. • Providing good customer service. • Complying with standards. • Being responsive to customer requests or complaints. • Working to improve customer satisfaction.

Staff Reporting	
Direct Reports	Nil

Relationships	
Internal	Senior Housekeeper Operating Theatre Co-ordinator Hospital Co-ordinator Nurses/ HCAs Theatre Manager Hospitality Manager Patients

Person Specifications	
Education	
Essential	
Desirable	
Training and Experience	
Essential	<ul style="list-style-type: none"> • Experience as a cleaner
Desirable	<ul style="list-style-type: none"> • Knowledge of cleaning regimes and the use of cleaning equipment and chemical handling.
Competencies	
Professional Skills	<ul style="list-style-type: none"> • Attention to detail • Methodical and process orientated • Effective communication skills • Ability to read and understand MSDS information for health and safety requirements for chemicals used in cleaning. • Ability to understand and apply the inflectional control cleaning requirements and their importance • Good time manager
Personal Skills	<ul style="list-style-type: none"> • Organised and able to quickly undertake the required cleaning • Team player • Methodical • Accountable / resolute • Self-sufficient / independent • Flexible and adaptable • Reliable, committed, confident • Works to personal high standards