

## ROLE BRIEF

<b>Department:</b>	<b>Housekeeping</b>
<b>Job Title:</b>	<b>Senior Night Cleaner</b>
<b>Responsible To:</b>	<b>Corporate Housekeeping Manager</b>
<b>Location:</b>	<b>The Horder Centre, Crowborough</b>
<b>Key Duties:</b>	<ul style="list-style-type: none"> <li>The general cleaning of the Main theatres, Day services unit, X-ray department, Out-patient department, In-Patient gym, Therapy rooms, Coffee shop floor and additional designated tasks/areas.</li> </ul>
<b>Key Accountabilities:</b>	<ul style="list-style-type: none"> <li>To clean all areas named above to the required standard following the detailed checklist. The comments section is to be completed for any areas it is not possible to clean or for any untoward conditions found.</li> <li>To adhere to the signing out and in procedure for keys held in the housekeeping key cupboard.</li> <li>To work with and supervise a team of Housekeeping Assistant Night Cleaners on a night to night basis.</li> <li>Ensure that all chemicals and cleaning equipment are handled and used correctly.</li> <li>Responsible for checking that electrical equipment is all in good repair and clean at all times.</li> <li>Ensure that all areas are left clean and furniture or equipment replaced as found, ready for use.</li> <li>Ensures that designated work areas are secured on completion of work.</li> <li>Ensure water circulation procedure is carried out in each area as required.</li> <li>To maintaining at all times the required standards as set by the Corporate Housekeeping Manager.</li> <li>To ensure that all the relevant Health and Safety, Infection control and COSHH procedures are accurately followed.</li> <li>To carry out a risk assessment of any tasks undertaken.</li> <li>Ensure that all chemicals and equipment are handled and used correctly.</li> <li>To complete the area schedule sheets as required.</li> <li>To assist in any other duties as required by the Housekeeping Manager or the Management team.</li> </ul>

	<ul style="list-style-type: none"> <li>• To check all areas that have been cleaned to a high standard and if not to high standard re-clean with staff before leaving.</li> <li>• To check on a nightly basis that all that all cleaning schedules are filled in correctly and left for the Duty Housekeepers before night staff finish their shift.</li> <li>• To check on a weekly basis that all taps, showers and toilet systems are flushed and appropriate flushing schedules are signed and sheets are left for the Duty Housekeepers.</li> </ul> <p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>• To carry out any other reasonable duties as requested by senior staff.</li> <li>• To take an active role in the Centre 's staff appraisal system and action agreed goals and objectives.</li> <li>• To not disclose any confidential information about The Horder Centre (including information regarding patients and staff) to any unauthorised member of staff, or to anyone outside the employment of The Horder Centre.</li> <li>• To ensure compliance with all The Horder Centre's Guidelines.</li> <li>• To act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of The Horder Centre.</li> </ul>
<p><b>Key Knowledge, Skills and Experience:</b></p>	<p><b>Must Haves</b></p> <ul style="list-style-type: none"> <li>• Good general education</li> <li>• Be able to work on your own or within a team</li> <li>• Able to work under pressure</li> <li>• Have good organisational and communication skills</li> <li>• Must be reliable</li> <li>• Must be a team player</li> <li>• Must be able to lead and mentor team members</li> <li>• Must be flexible</li> </ul> <p><b>Nice to Haves</b></p> <ul style="list-style-type: none"> <li>• NVQ/QCF Level 2 in Cleaning and Support Services</li> <li>• Previous hospital cleaning experience</li> <li>• Infection control knowledge in cleaning</li> <li>• Health &amp; Safety knowledge</li> </ul>

	<ul style="list-style-type: none"> <li>• COSHH knowledge</li> </ul>
<b>Health and Safety:</b>	<p><b>The Health Act 2008</b></p> <p>Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
<b>Equal Opportunities</b>	<p>Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
<b>Confidentiality</b>	<p>You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues ) to any unauthorised person .</p>
<b>Safeguarding</b>	<p>You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.</p>
<b>People Managers (if applicable)</b>	<p>You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.</p>
<b>Review</b>	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business , and will be reviewed periodically , which we'll discuss with you first.</p>
<b>Role Brief Agreement</b>	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be</p>

subject to periodic review.

**Colleague name:**

**Colleague signature:**

**Date:**