HORDERHEALTHCARE

ROLE BRIEF

Department:	**Housekeeping**
Job Title:	**Hotel Services Assistant Night Cleaner**
Responsible To:	**Lead Housekeeper/Night Supervisor/Corporate Housekeeping Manager**
Location:	**The McIndoe Centre**
Key Duties:	• The general cleaning of the Theatre Suite Department and any other designated areas or tasks required.
Key Accountabilities:	• 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. • To adhere to the signing in/out procedure • Ensure that all areas are left clean and furniture or equipment replaced as found, ready for use. • Ensures that designated work areas are secured on completion of work. • Ensure water circulation procedure are carried out in each area as required. • To maintaining at all times the required standards as set by the Duty Housekeeper/Night Supervisor/Corporate Housekeeping Manager. • To ensure that all the relevant Health and Safety, Infection control and COSHH procedures are accurately followed. • To ensure all of your E-Learning and Mandatory Training does not expire. • To report any building/equipment faults via e-mail to Wates. • To be responsible for checking that cleaning equipment is in good repair and clean at all times • Ensure that all chemicals and equipment are handled and used correctly. • To complete the area cleaning schedules/records and audit sheets as required. • To assist in any other duties as required by the Duty Housekeeper/Night Supervisor/or the Management team. • To carry out any other reasonable duties as requested by senior staff.
Key Knowledge, Skills and Experience:	**Must Haves** • Good general education • Be able to work alone as well as within a team • Team player

	• Willing to learn • Ability to work under pressure • Good organisational skills • Good communication skills • Reliable • Flexible • Customer orientated **Nice to Haves** • NVQ Level 2 in cleaning and support services • Infection control knowledge • Previous hospital cleaning experience • Health & Safety knowledge including COSHH
Health and Safety:	**The Health Act 2008** Code of Practice for Prevention and Control of Healthcare Associated Infections: You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist. For clinical colleagues with direct patient contact, this will include (but is not limited to): • compliance with clinical procedures and protocols, including uniform and dress code • the use of personal protective equipment • safe procedures for using aseptic techniques • safe disposal of sharps. Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.
Equal Opportunities	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.
Confidentiality	You'll 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.
Safeguarding	You'll 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.
People Managers (if applicable)	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.
Review	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 req uested by senior colleagues. 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.
Role Brief Agreement	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 subject to periodic review. **Colleague name:** **Colleague signature:** **Date:**