**JOB DESCRIPTION**

**Title: Theatres Cleaner**

**Responsible to: Theatre Manager**

**Accountable to: Theatre Manager**

## **PURPOSE OF JOB**

The postholder is responsible for providing a high standard of cleaning to all clinical and non-clinical areas within the treatment centre. The postholder must operate on line with clearly defined standards and in compliance with policies, and procedures.

**SCOPE OF JOB**

* To clean all clinical and non clinical areas within operating theatres, as per company guidelines and as directed by the Theatre Manager and Infection Prevention and Control Lead.
* To mop, dust and damp wipe all surfaces, clean internal glass areas, dust all high areas such as door frames, sweep, mop and buff all floors, empty all bins in the department.
* Ensure all communal areas are clean, corridors and desk areas are damp dusted, swept and mopped.
* Damp dust, sweep and mop in recovery area.
* Ensure all items on theatre cleaning checklist are completed and signed for on a daily basis.
* To clean toilet areas including toilet pans, wash basins, showers floors and wiping walls as necessary.
* Clean changing rooms, dust and sweep and mop the floors daily.
* To operate buffing/polishing/vacuum/carpeting/laundry machinery in accordance with the training provided for each machine.
* Ensure scrubs are worn inside of the theatre department, no outside clothes or shoes are permitted inside.
* To report all items of faulty equipment to the Theatre Manager and ensure their removal from service until repaired.
* To maintain security of the treatment centre whilst working.
* To contribute generally to the establishment and development of a quality service
* To complete induction pack and training on commencement of role.
* To take ownership of the cleanliness of the theatre environment and ensure it is clean to a high standard.

**SPECIFIC AREAS OF WORK**

**NIGHT TEAM RESPONSIBLITIES**

**Ground Floor –** Theatres 1 - 4, Recovery, Endoscopy and Theatre patient toilets, Staff room and staff toilet, Corridors, DSU and CSSD.

**GENERAL**

* Comply with the Company Appraisal system and attend an appraisal every year
* Ensure updated mandatory training requirements are met
* Assist in the orientation and support of new staff to the unit
* Report any equipment or environmental issues to the Theatre Manager as soon as possible.

**Health and Safety**

As an employee of Care UK Ltd, the postholder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Postholder …………………………………..

Signature …………………………………...

Date …………………………………...

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| **PERSON SPECIFICATION - Housekeeper** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Good standard of written and spoken English
 | * Computer literate
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| Experience | * Previous cleaning experience
 | * Cleaning experience gained in a healthcare environment
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| **Skills and Knowledge** | * Able to carry out written and verbal instructions accurately
* Good communication skills
* A knowledge of health & safety
 | * Basic knowledge of Health and Safety and COSHH regulations
* Ability to communicate on the telephone
* An understanding of infection control
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| Other Factors | * Flexible attitude to working arrangements
* Committed to customer care and first class service provision
* Ability to work as part of a multidisciplinary team
* Adaptable, friendly, polite, courteous and caring
* Physically fit to undertake the role
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| **HAZARDS:** |
| Laboratory Specimens Proteinacious Dust  |  | Clinical Contact with patients |  | Performing exposure prone invasive Procedures |  |
| Blood/Body Fluids | X | Dusty environment | X | VDU Use |  |
| Radiation |  | Challenging Behaviour |  | Manual Handling | X |
| Solvents | X | Driving |  | Noise |  |
| Respiratory Sensiters |  | Food Handling |  | Working in Isolation  | X |