

Proposed Start Date	ASAP
Hours per Week	6 Hours per week Mon & Fri (6pm – 9pm)

Contract Type	Part-time / Permanent
Line Manager	Team Leader(s) & Practice Manager

Uniform: polo shirt provided

The main responsibility of the Cleaning Team is to provide a high quality comprehensive cleanliness service for the Practice, which supports our Infection Control and Health & Safety responsibilities and obligations. This involves working to a plan and to a high standard, not just working quickly. To thrive in this role, you will enjoy working as a Team and take pride in the work you do.

Key Tasks & Responsibilities

Cleaning

Use cleaning equipment and materials responsibly and properly. Work to the cleaning schedules for each room/area that you are responsible for, and that you have cleaned to the required standards and frequencies:

- High dust – remove cobwebs/dust from all horizontal/vertical areas including wall/ceiling lights, windows, blinds, pictures, clocks, ceilings, examination curtain rails.
- Vacuum carpets
- Vacuum hard floors/damp mop and buff using machine if applicable
- Empty contents of waste bins into black or clear bin liner (depending on the contents in the bin), replace waste bin liners, wipe clean all surfaces and remove rubbish to disposal point
- Clinical waste bins – place contents of bin in yellow clinical waste bag, and attach identification tag. Bags should not be filled more than $\frac{3}{4}$ full. Sealed bags should be placed in the locked container in the car park
- Dust/damp wipe walls, sills and internal window frames, radiators, ledges, skirting boards, stair edgings, table tops and work surfaces etc – removing any marks
- Telephones – Disinfect handsets only
- Polish mirrors
- Dust office equipment – excluding computer equipment
- Furniture & fittings including fridges and portable medical equipment etc – dust, damp wipe/disinfect and/or polish as appropriate
- Door handles – disinfect
- Examination couches – replenish white and blue couch rolls
- Paper towels, liquid soap, toilet rolls – replenish dispensers
- Sinks, basins and drainers – clean thoroughly including taps
- Water dispensers – disinfect taps
- Shower – clean thoroughly ensuring that soap and debris is removed
- Toilets – disinfect cistern, seat (both sides) and lid (both sides) and flush button. Brush and use descaler around the rim and bowl removing any deposits
- Chrome ware – polish all chrome work to remove marks
- Chairs – damp wipe vinyl and leather coverings, removing any marks. Wipe ledges and legs
- Play equipment – dust and damp wipe all ledges
- Patient record carousels – vacuum under and remove cobwebs
- Window blinds – vacuum to remove dust and cobwebs
- Internal glass – clean if accessible

Cleaning Administration

- Report to your Team Leader or the Practice Manager any hazards or equipment breakdowns/repairs
- Monitor cleaning stock supplies and request reorders in a timely way
- Unpack cleaning deliveries and keep stock cupboards orderly and tidy

Other Duties

- To undertake any mandatory training
- Assist temporary or new cleaning staff
- Participate in training regarding Practice policies, health and safety and risk management including: C.O.S.H.H. regulations (Control of Substances Hazardous to Health) and Data Protection Act
- Keep completely confidential all information
- Any other duties and responsibilities determined by the Practice Manager or Operational Administrator within the parameters of the post

Special Requirement: due to handling clinical waste you will be required to have an occupational Hepatitis B vaccination and/or immunity tests

Person Specification

Area	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Knowledge of C.O.S.H.H. regulations
Technical / Experience	<ul style="list-style-type: none"> • 12 months+ experience in a cleaning role 	<ul style="list-style-type: none"> • Previous experience cleaning for a large work place
Qualities & Attributes	<ul style="list-style-type: none"> • Reliable, trustworthy and conscientious • Sensitive to Patient needs • Polite & good mannered • Tidy & clean appearance • Enthusiastic and a self-starter • Able to work in a team • Takes responsibility for own actions 	<ul style="list-style-type: none"> • Flexible approach to duties and working arrangements • Able to pick up what is happening around you and be able to show a proactive approach to delivering excellent cleaning
Skills & Abilities	<ul style="list-style-type: none"> • Excellent cleaning skills • Ability to work without direct supervision • Ability to manage time and workload • Good attention to detail • Ability to work under pressure & maintain a professional / effective approach • Ability to work as part of a team 	
Special Job Requirements	<ul style="list-style-type: none"> • Willingness to work additional hours to cover the holiday/sick leave of other staff 	