



JOB DESCRIPTIONS

CLEANER

JOB TITLE: Domestic
REPORTS TO: Home Manager
ACCOUNTABLE TO: Operations Manager

SCOPE OF THE POST

The Cleaner is responsible to the Manager of the Home for ensuring that the following tasks are performed efficiently and effectively. All employees are bound by Company Rules and Service Users' Charter, which are detailed in separate documents.

DUTIES AND RESPONSIBILITIES

- 1 To clean all communal areas within the establishment as detailed below:-
 - Service Users Lounges
 - Service Users Dining Room
 - Service Users and staff's toilets
 - Service Users bathrooms and shower rooms
 - All halls, stairways and landings
 - The staff office
 - Service User's bedrooms at the discretion of the Service User and staff, as required
 - Washing down the halls and paintwork of any of these areas, as required
 - Smoking areas, Day Centres, Nurses Stations, Kitchenettes
- 2 The work to be carried out in these areas will include:-
 - Rotowashing carpets and hard floors as and when required
 - Vacuuming all carpets
 - Sweeping and cleaning of all floor areas
 - Dusting and polishing of all other surfaces (e.g. windowsills, shelves, bedside cabinets)
 - Cleaning and disinfecting all communal toilets, baths, showers and sinks and Service Users' personal toilets, sinks and ensembles
 - Emptying all waste paper baskets and clinical waste bins and placing in appropriate area/commercial bins
 - Emptying and cleaning all ashtrays
 - High and low dusting (e.g. under beds and round ceilings)
- 3 To clean and put away all cleaning utensils.
- 4 To keep all cleaning cupboards clean and tidy. (COSHH cupboards)
- 5 Cleaning of doors and handles
- 6 Cleaning of all mirrors and glass
- 7 Weekly sanitising of bins (household and clinical)
- 8 Sluice areas to be dust free and floor cleaned.



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- 9 To be careful and considerate with all property and equipment belonging to the home, avoiding unnecessary breakages and damages.
- 10 To report any breakages or necessary replacements to the Senior Staff.
- 11 To report any hazards to safety or hygiene to Senior Staff.
- 12 To co-operate with staff and service users in maintaining the care ethos of the establishment. You will be required to work with Service Users and care staff to assist the service users to develop domestic skills.
- 13 To attend staff meetings and training sessions when appropriate.
- 14 To ensure service users are safeguarded at all times and to raise any concerns with management or the local safeguarding authorities where necessary.
- 15 All employees are bound by Company Rules and Service Users Charter, which are detailed in separate documents.

STANDARD REQUIREMENTS

RESPONSIBILITIES IN AN EMERGENCY

Expected to respond to emergency situations involving the safety of service users and others this includes the ability to assist in evacuation of service users, fire drills and false alarms.

CONFIDENTIALITY

Any information relating to service users or staff acquired during the course of duty must be treated in the strictest confidence and discussed only within the establishment with the most senior member of staff on duty.

The post holder must maintain the confidentiality of information about service users and staff in accordance with the professional code of conduct and relevant legislation such as Data Protection.

EQUAL OPPORTUNITIES

The post holder must at all times carry out his/her responsibilities with due regard to the company equal opportunity policy and promote the concepts of equality of opportunity and diversity.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety Act at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

1. Promote safe working practices within the home and ensure the security within the home is maintained at all times.
2. Adhere to the Homes disposal of waste policy
3. Understand and ensure the implementation of the Homes Health and Safety policy, and Emergency and Fire Procedures.
4. Report to the Home Manager/Co-ordinator or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.

THIS JOB DESCRIPTION IS AN OUTLINE OF THE KEY TASKS AND RESPONSIBILITIES OF THE POST AND IS NOT INTENDED AS AN EXHAUSTIVE LIST.

THE POST MAY CHANGE OVER TIME TO REFLECT THE CHANGING NEEDS OF THE SERVICE USERS AS WELL AS PERSONAL DEVELOPMENT NEEDS OF THE POST HOLDER.