



JOB DESCRIPTION - DOMESTIC CLEANER

REPORTS TO: Facilities Manager

KEY OBJECTIVES:

To carry out the necessary cleaning and housekeeping duties to ensure that Kathryn House always remains clean and tidy .

To maintain a high standard of cleanliness and hygiene throughout Kathryn House always.

To adhere to Company health & safety policies to ensure compliance with the Control of Substances Hazardous to Health (COSHH).

To take part in any associated training activities in order that you have the skills and knowledge to carry out your role in an effective and safe manner.

KEY ACCOUNTABLES:

- To ensure all areas within Kathryn House are always hygienically cleaned to the highest standard and that all housekeeping duties are carried out in an efficient and timely manner.
- Clean Desks, Keyboards, telephones, all door handles, door plates, taps, light switches with ultrabac spray (this is extra infection control due to Covid)
- To ensure that the kitchen area is thoroughly cleaned, ensuring all areas are hygienically cleaned and maintained. Including tea/coffee/sugar cannisters with ultrabac spray.
- To replenish soap, hand towels and sanitiser as required.
- Deep clean one room per day on a rolling programme in addition to normal clean.
- Advise procurement when low on toilet roll, soap, hand towels, ultrabac, bin bags etc so we can arrange to be ordered.
- To take Tea towels home to be washed once a week.
- To follow universal precautions regarding effective hand washing to maintain good infection control
- To operate all powered equipment in a safe and efficient manner
- To complete mandatory training courses in good time to ensure that skills, knowledge, and competency levels are maintained.
- To attend all staff meetings and staff supervision sessions as and when required.
- To comply with all job-related policies, procedures, regulations, and rules including health and safety and welfare of residents and colleagues.

- It is the responsibility of every member of staff to ensure compliance with health and safety at work legislation
- It is the responsibility of every member of staff to protect themselves and others against an infection risk. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems regarding this to the manager. All staff undertaking patient care activities should attend infection control training and updates as required by this organisation.
- It is the personal responsibility of all staff to act in accordance with 'Care Act 2014 and Safeguarding of Vulnerable Adults (Sova)'/ 'The Nursing Homes Regulations (Northern Ireland) 2005 and The Residential Care Homes Regulations (Northern Ireland) and Associated Minimum Standards' and all other associated legislation.
- To undertake any other duties, that may arise from time to time.
- To respect always the confidential nature of Kathryn House work.

This job description is non-exhaustive, and is subject to regular review with the post holder and amended in line with the needs of the organisation.

I....., accept and agree to be bound by the objectives and accountabilities of the job descriptions as set out above.

Name	
Signature	
Date	

PERSON SPECIFICATION
DOMESTIC CLEANER

		ESSENTIAL	DESIRABLE	ASSESSED BY
EDUCATION	- Level 2 QCF in Cleaning - Safe Moving/ Handling training		D D	Documents and Certificates
EXPERIENCE	Housekeeping experience		D	Interview/ References
KNOWLEDGE	- COSHH Regulations - Understand the need for confidentiality	E	D	Interview
SKILLS/ COMPETENCIES	COMMUNICATION - Good Communication skills - Active Listening PERSONAL DEVELOPMENT - Prepared and able to achieve Level 2 QCF - Committed to continuous professional development SERVICE DELIVERY - Committed to the delivery of excellence - Excellent cleaning skills - Ability to assist with moving and handling of equipment as required	E E E E E E E		Interview Interview Interview Interview Interview Interview
BEHAVIOURS	- Honest - Approachable - Flexible	E E E		Interview Interview Interview

In accordance with the Equality Act 2010 and the Disability Discrimination Act 1995 (Amended) & Regulations (Northern Ireland) 2004 - reasonable adjustments will be made to the above requirements to accommodate a suitable candidate with a disability

