

J O B D E S C R I P T I O N

Job Title: DOMESTIC ASSISTANT

Grade: BAND 1

Reports to: DOMESTIC SERVICE MANAGER

Responsible to: SUPERVISOR

Base/Department: FACILITIES, HOTEL SERVICES

Main purpose of job: To maintain a clean/deep clean and hygienic environment for Trust Staff, Patients and Visitors in line with National Standards of cleanliness.

Trust Values & Behaviours - Responsibility for upholding the agreed set of values and accountable for own attitude and behaviour

To be included in all job descriptions

Patient & Customer Focus	Communicate effectively with patients, families and colleagues and proactively personalise the service, connect with patients and careers whilst adopting the ethos of Safe, Clean and Personal.
Continuous Improvement	Identify opportunities to reduce waste and inefficiency and look at ways of measuring and auditing improvements and proactively develop goals and objectives in support of the Trusts vision.
Accountability	Recognised and accept and display personal accountability beyond the job role and towards problem solving and act with integrity and focus on results.
Respect	Be considerate of others, their contribution and needs, support and empower staff involvement and act as a guardian of the Trusts reputation and resources.

Main tasks/overview of responsibilities

Responsibility for Patient Care (including monitoring, diagnostics & investigations)

Contribute to providing a safe hygienic environment to patients
Follow the Trust privacy and dignity policy

Responsibilities for Human Resources

Take part and attend training as requested to meet the heads of the service
Assist as requested with the induction of new domestics
Take part in the Trust Appraisal Process

Responsibilities for physical and financial resources

Use all Trust equipment following manufacturers' instructions
Use correct dosing for cleaning chemicals
Economical use of all Trust resources

Communications and leadership

Establish and maintain a good working relationship and clear lines of communication with team supervisors, managers, matrons, ward staff and all visitors to the Trust

Attend meetings and training sessions as requested

Communication anything likely to affect a shortfall in the required standard of service to:-

The next shift, supervisor, ward/department staff

Planning and organising

Ensure all work schedules are followed and any necessary documentation is filled in

Required to work in different locations as required to ensure the service is delivered across the site

Required to use equipment to reach above hand height / work at height

Partnership working

To ensure and develop working relationships with clinical and non-clinical colleagues

Analysis and data management

N/A

Research, Development and Audit

Carry out as directed any new working procedure and adhere to Trust policy

Carry out corrective actions following monitoring visit

Equality and Diversity

To attend MT and demonstrate Trust values in terms of Equality & Diversity

Making Every Contact Count

Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing

Staff should use their interactions with the public to give them additional advice on health and wellbeing

Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing.

Health & Safety

Adhere to all Trust policy and procedures relating to hygiene infection control, Health and Safety, COSHH

Follow waste disposal policy adhering to all recycling initiatives

Take responsibility for your own Health and Safety

Report all accidents and incidents to your supervisor or ward staff as appropriate

As well as the general duty of care, any specific responsibilities relating to staff or patients on health & safety and any hazards associated in the normal course of the role.

All people (including consultants) who manage others

You are accountable for the effective deployment of activities that ensure that your

department/ward/clinical team is reducing hospital acquired infection. You will ensure that you and your staff comply with the Trust's policies on infection, prevention and control. You will ensure that you and your staff receive the training required to maintain competence to execute the Trusts policies on infection, prevention and control. You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager.

General Staff (including junior doctors/volunteers/contractors/honorary contract holder/locums/agency bank

You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection. You must comply with the Trust's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.

Freedom to Act

The post holder will follow all policies and procedures as directed

Code of Conduct

Professional staff who have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken.

Due to the Trust's commitment to continuous improvement, it is likely that the post will evolve over time. These duties will be subject to regular /appraisal and any amendments will be made in consultation and agreement with the post holder.

P E R S O N S P E C I F I C A T I O N

	Specification	Essential / Desirable	Evidence
Registration	N/A		
Essential Qualifications	NVQ Level 1 in cleaning or willing to obtain	Desirable	
Knowledge, Skills and Experience	<p>Previous domestic experience</p> <p>Previous experience of working in a care or hospital setting</p> <p>Able to work well as part of a team and independently</p>	Essential	
Trust Values & Behaviours	<p>Responsible for upholding the agreed set of values and accountable for own attitude and behaviour</p> <p>Be punctual and have good attendance</p> <p>Present yourself clean and smart for every shift</p>	Essential	
Physical & Mental Requirements	<p>Could be required to handle heavy objects e.g. 12.5K+ waste bags</p> <p>Operating machinery, e.g. buffing machine & vacuum cleaner</p> <p>Moving of buckets of water and cleaning equipment</p> <p>Moving and handling of furniture</p> <p>Required to walk long distances</p> <p>Prolonged standing, lifting & bending</p> <p>Required to give timely regular attendance</p> <p>Present yourself clean and smart for every shift</p> <p>Frequently in the vicinity of bodily fluids, foul linen, fleas, lice, dirt, dust and smells</p> <p>Exposed to emotional upsetting and traumatic settings</p>		

I N T E R V I E W C R I T E R I A

Criteria	Importance (<i>High, medium, or low</i>)
Knowledge of cleaning methods and protocols	HIGH
Knowledge of infection control, Health & Safety and COSHH policies	MEDIUM
Worked in a care or hospital environment	MEDIUM
Ability to maintain & clean to the high standards required by the Trust	HIGH
Willing to undertake Mandatory Training	HIGH
Willing to be flexible	HIGH
Able to work without direct supervision	HIGH

Job role: Deep Clean Team

Location: Salford Royal

Grade: Band 1

Salary: £14.294 - £15.013 pro rata

Hours: Up to 37.5

Job reference:

Closing date:

An excellent opportunity has arisen for Domestic Assistants to provide a cleaning service at Salford Royal. Our priority is to provide the very highest standard of cleanliness to the whole hospital site. You will be required to undertake appropriate training to ensure that you understand the areas of infection control, COSHH. You should understand the importance of cleanliness in a hospital environment and ensure those standards are met and maintained.

Experience of working in a similar environment would be desirable, but is not essential as full training will be given

Possession of NVQ Level 1 in Cleaning is desirable and a willingness to work towards NVQ Level 2 in Cleaning.

Knowledge of cleaning skills, procedures and equipment is also a requirement, as well as the ability to work to very high standards, as part of a team or on own initiative. Applicants must be flexible regarding working hours.

If you would like an informal discussion please contact Ian Jackson Domestic Service Manager 0161 206 0154 or Noleen Fulop Assistant Hotel Services Manager on 0161 206 1491