**TITLE:** Cleaner

**GRADE:** Agenda for Change Band 2 (£18,546 to £19,918)

**LOCATION:** Foyle Hospice, In-Patient Unit

**HOURS:** 20 hours per week including weekends

**RESPONSIBLE TO:** Trustees of Foyle Hospice

**REPORTS TO:** HR & Administrative Services Manager

**JOB PROFILE**: To ensure a high standard of cleanliness throughout the Hospice at all times and to have an understanding attitude to patients and their relatives, visitors and volunteers in the hospice setting.

**DUTIES:**

Daily cleaning/mopping of all wards, bedrooms, hallways, bathrooms, toilets, staff rooms and other areas.

Daily dusting and polishing in all rooms as required.

Undertake deep cleans as required.

Daily emptying of bins. All rubbish to be collected into black plastic bags provided and deposited at bin depot.

All bathrooms, washbasins and toilets to be cleaned daily.

Thorough cleaning of Education Unit, Apartments, Offices, Chapel, Committee room once a week.

Reception/Front Hall to be cleaned daily.

Emptying of flowers as required.

Refilling of soap, paper towel and toilet roll etc dispensers as necessary.

Cleaning equipment to be cleaned after use, mop heads washed and changed regularly.

Any faults in cleaning equipment to be reported immediately.

Maintain an adequate supply of cleaning materials.

Maintain accurate records of cleaning work undertaken.

Observe COSSH Regulations.

Ensure that safe and correct working practises are maintained at all times in accordance with Health and Safety Legislation.

Use personal protective equipment at all times

Adhere to all the policies and procedures of Foyle Hospice.

Any other duties of an equal nature as required by the Administrative Services Manager.

**EDUCATION AND TRAINING:**

Attend study days relevant to the role

Undertake any further training as may be considered necessary for the role

Attend all mandatory training updates.

Attend all Housekeeping Team meetings.

**ADDITIONAL INFORMATION FOR EMPLOYEES**

**Conduct**

Employees must at all times abide by Foyle Hospice policies and procedures and the terms of their contract of employment. They must conduct themselves with impartiality, integrity, objectivity and honesty and maintain high standards of personal and professional accountability.

**Performance**

Employees are expected to demonstrate commitment to the Hospice by ensuring regular attendance at work and efficient completion of duties.

**Risk Management**

Employees must ensure that they comply with any risk management responsibilities specific to their post.

**Governance**

Foyle Hospice is committed to the development and implementation of systems under governance to ensure continuous improvement in the quality of services provided. Employees will be expected to be pro-active, co-operate and work with these systems.

**Confidentiality**

Ensure good practice and compliance in relation to privacy, confidentiality and GDPR regulatory guidelines as set out by Foyle Hospice. Ensure the maintenance of confidentiality in respect of records and all privileged information relating to the services of Foyle Hospice, its patients, staff and volunteers and particularly of the area for which directly responsible.

Social media policy must be adhered to at all times.

**Equality & Human Rights**

Employees must ensure that equality and human rights issues are addressed within the post holder’s area of responsibility.

**Health and Safety**

Employees should note that under Health & Safety at Work Legislation they are required to take all reasonable steps while at work to ensure their own health and safety and the health and safety of those who may be affected by their acts or omissions at work.

**Smoking, Alcohol & Health**

Foyle Hospice operates policies on smoking, alcohol and health.

**Environmental Cleanliness**

Foyle Hospice promotes a culture of cleanliness and has adopted a partnership and collaborative approach that recognises cleanliness as the responsibility of everyone, cascading throughout every level of the organisation.

**Infection Prevention & Control**

Foyle Hospice operates policies to prevent healthcare associated infections and the post holder is required to comply with all infection prevention policies, guidelines, protocols and procedures.

**Access NI Disclosure** – Foyle Hospice operates in line with the Access NI Code of Practice. Further details can be obtained from [www.accessni.gov.uk](http://www.accessni.gov.uk).

 It should be noted that some posts fall within the definition of ‘Regulated Activity’. Further information on Regulated Activity can be obtained on request. Any post falling within the definition of Regulated Activity will be subject to an Access NI Enhanced Disclosure check with Barred list check.

*This is a general outline of the Job Description and may be subject to change, according to the needs of the service, in consultation with the existing post holder*

**September 2022**