**JOB DESCRIPTION**

**TITLE:**  Temp Cleaner (3 months)

**GRADE:** Band 2 (Agenda for change pay scale)

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

**RESPONSIBLE TO:** Trustees of Foyle Hospice

**REPORTS TO:** HR and 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.

Please note Foyle Hospice terms and conditions vary from Agenda for Change.

**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 dispenser 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 practices are maintained at all times in accordance with Health and Safety Legislation.
* Adhere to all the policies and procedures of Foyle Hospice.
* Any other duties of an equal nature as required by HR and the Administrative Services Manager.

**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**

All information concerning patients and staff must be held in the strictest confidence and may not be divulged to any unauthorized person. Social media policy must be adhered to at all times.

**Equality and 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.

**We are an Equal Opportunity Employer**

This job description is not exhaustive and maybe subject to change in the light of experience, following discussion with the post holder.

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|  | **Foyle Hospice**  **Person Specification** |

**Job Title: Cleaner (Band 2)**

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| **Criteria** | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications /**  **Education /**  **Training** | Good standard of Education |  | **Application form** |
| **Knowledge and Skills** | Excellent communication and interpersonal skills.  Excellent organisational skills |  | **Application form and interview** |
| **Experience** | Experience cleaning in a formal setting. |  | **Application form and interview** |
| **Personal requirements** | Self-motivated with the ability to work independently.  Ability to work effectively within a team setting.  High personal standards  Able to plan, manage and prioritise workload  Able to work under pressure. |  | **Application form and Interview** |
| **Other requirements** | Flexible attitude to work duties and hours of work |  | **Application form**  **Interview** |

**Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities.**

**Post will be subject to Access NI Check and References.**

**May 2025**