

JOB DESCRIPTION

Job Title:	Domestic Assistant
Responsible to:	Unit Manager
Accountable to:	Operations Manager
Overall objective:	Responsible for a high standard of cleanliness and tidiness throughout the Clinic in accordance with infection prevention guidelines.

Main duties and responsibilities:-

- To ensure the delivery of cleaning duties to all clinical and non- clinical areas to an agreed standard.
- To ensure completion of daily, weekly cleaning duties and planned deep cleaning duties as specified in the Domestic's Manual.
- To safely empty and clean all rubbish and clinical waste bins within the Clinic into the coded sacks provided and as per hospital policy.
- To complete a daily hygienic clean of the patients rooms as defined in the specification.
- To complete a hygienic clean and prepare patients rooms for new admissions as defined in the specification. Where required to assist with the making of the patient's beds.
- To complete a daily hygienic clean of all toilets, toilet brushes, wash hand basins and showers throughout the clinic. To assist in the replacement of the toilet brushes every 3 months.
- To replenish all toilet rolls, handtowels and all dispensers.
- To vacuum all carpeted areas daily and treat stains as per manufacturers' instructions.
- To damp mop all hard floors
- To complete a daily brush and weekly scrub of the front entrance pathway
- To clean all internal glass panels on doors to remove finger prints and smudges.
- To co-operate with nursing staff in performing any other duties relating to hospital hygiene as required.
- To maintain the janitorial trolley and order domestic stores weekly.
- To participate in planned maintenance programmes.

- To ensure that all equipment used in the delivery of duties is cleaned regularly and maintained in a safe manner.
- To report any maintenance or Health and Safety issues to the person in charge.
- To ensure that any complaints are promptly dealt with and action taken to prevent reoccurrence.
- To complete the cleaning of the RMO's accommodation to include changing of the bed linen and removal of waste

General Duties

- Ensures all written documentation is maintained in accordance with Clinic guidelines.
- To assist with the introduction of new staff under the guidance and advice of the Operations Manager.
- Co-operates with the off duty scheduling.
- Attends and participates in staff meetings.
- Reads, understands and adheres to all Ulster Independent Clinic policies and procedures.
- Complies with the Ulster Independent Equal Opportunities Policy at all times.
- Attends all mandatory in-service training and lectures and other other training as deemed necessary for the role.
- Actively participates and contributes to the continuous improvement and future needs of the Department.
- Carries out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
- Co-operate with and communicate effectively with all users of service, being courteous and respectful at all times.
- Participate in annual performance review and maintain own personal development file.
- Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines (where relevant).

The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.

Personnel Specification

Notes to applicants:

You must clearly demonstrate on your application form how you meet the required criteria, as failure to do so may result in you not being shortlisted.

Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note UIC reserves the right to use any desirable criteria outlined at shortlisting.

CATEGORY	ESSENTIAL	DESIRABLE
Knowledge and Experience	<p>Experience cleaning in a workplace environment.</p> <p>An understanding of the importance of health and safety and infection control.</p>	<p>Experience as a Cleaner, Domestic Assistant or Housekeeper in a healthcare environment.</p>
Education/ Qualifications / Training	<p>Evidence of basic literacy and numeracy skills, both verbal and written.</p>	<p>GCSE English Language and Mathematics at Grades A to C (or equivalent).</p>
Other	<p>The post holder will be required to be flexible in their working pattern to meet service needs.</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"> • References • **Evidence of right to live and work in UK • Health screening • Qualification checks • Satisfactory *ACCESSNI clearance. <p>Understanding of the need for discretion and confidentiality.</p>	

Competencies:

- Ability to work as part of a team and with minimal supervision
- Effective communication and interpersonal skills
- Ability to plan, prioritise and take responsibility for own workload.
- Patient focused
- Attention to detail
- The ability to follow instructions and procedures
- Flexible and adaptable to changing circumstances

Information for Applicants

Please refer to our website for the following policies in relation to your application:

<https://www.ulsterindependentclinic.com/careers>

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling & storage of information

*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

**You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.