

## **JOB DESCRIPTION**

<b>POSITION:</b>	<b>CLEANER</b>
<b>RESPONSIBLE TO:</b>	<b>The Practice Manager / Infection Control Lead</b>
<b>ROLE:</b>	<b>Cleaning the property of the Practice as directed in line with current protocol</b>
<b>HOURS:</b>	<b>Ten Hours per week</b>

### **Summary**

Responsible for the cleaning of the surgery buildings & property, and as directed in line with current guidelines and protocol. Good organisational and interpersonal skills will be required for the role. The ability to multi task and to possess the physical capability to engage in manual labour will be beneficial.

Any issues should be reported in the first instance to the Practice Manager / Infection Control Lead. The ability to work well with other members of the team and to assist in the training of new staff may also be a requirement of the role.

### **Description**

General cleaning duties within the surgery as part of the cleaning team will feature. These duties are to be undertaken in line with the Practice cleaning programmes, and with adherence to current protocols.

### **Job Responsibilities**

#### *Daily Jobs*

- Vacuum all areas of the surgery that have been in use
- Empty bins into the correct bags
- Clean all sinks and working surfaces that have been in use
- Clean and disinfect all toilets
- Damp dust all surfaces that have been in use
- Tidy rooms ready for use
- Notify Practice Manager of any breakages or hazards
- Wash up items in consulting rooms and staff areas
- Clean worktop surfaces in kitchen
- Wash all hard floors: treatment/consulting rooms/staff areas/waiting rooms/corridors
- Check paper towel dispensers and replace as necessary
- Maintain supplies of cleaning materials
- Disinfect all patient couches & chairs daily
- Turn off lights, set alarm and lock Surgery premises when leaving

### *Weekly Jobs*

- Polishing furniture and reception desk
- Clean walls in consulting rooms and throughout corridors
- Clean telephones, PCs and desk equipment
- Check stock of cleaning materials and leave order request for the Practice Manager
- Clean entrance doors
- Defrost fridge & clean any kitchen cupboards that need attention
- Spot clean any carpet stains
- Clean inside of any windows
- Undertake deep cleaning of clinical rooms on a rotational basis

### *Monthly Jobs*

- Clean ceilings
- Replace disposable curtains

### *Annual Jobs*

- Liaise with Practice Manager regarding carpet/fabric/upholstery cleaning
- Arrange “spring” cleaning schedule

Also to undertake any other cleaning tasks that may occasionally be required, prior notification will be given and overtime paid at the hourly rate.

## **Skills**

- Being courteous, honest and practical
- Being reliable and punctual
- Following health and safety regulations
- Liaising with other workers – internal and external

Be aware of, and work in accordance with the Health and Safety at Work Act, thereby working in a safe and efficient manner.

Perform their duties in a professional and competent manner

Accurate completion of daily cleaning plans for both the surgery and the surgical unit to demonstrate adherence to current infection control guidelines & CCG directives

Adhere to the guidance detailed in the Staff Handbook which forms part of the terms and conditions of employment

This Job Description will be subject to development and review