



Les Bourgs Hospice – Job Description

Job Title: Cleaner

Responsible to: Clinical Lead/Ward Manager

Accountable to: Care Manager

Job Description

- Ensures that uniform is kept clean, tidy and in a presentable condition and complies with dress code policies.
- Ensures that cleaning duties within the ward areas are completed to the highest standards ensuring Infection Control policies and procedures are adhered to.
- Ensures that hospice non-ward areas (offices, reception, etc.) are cleaned to the highest standards following the work schedule for these areas.
- Undertakes cleaning of the retail site as directed by the Facilities and Warehouse Manager.
- Performs the cleaning duties using the correct methods, equipment and materials for each task.
- Follows hospice COSHH (control of Substances Hazardous to Health) policies and procedures.
- Ensures that Infection Control policies, procedures and best practice is explicitly followed.
- Ensures all cleaning equipment and materials are used safely according to Health & Safety and hospice policies and procedures.
- Undertakes all mandatory and hospice directed Learning & Development as required.
- Maintains confidentiality and ensures that the principles contained within The Data Protection (Bailiwick of Guernsey) Law, 2017 are strictly adhered to concerning improper disclosure, misuse or breach of confidentiality.

- Undertakes learning and development opportunities and attends any meetings as required by a Manager or Director.

Any other duties commensurate to the post as required by a director or Senior Manager.

SECTION 4: DUTIES OF THE POST

Operational

- Works in collaboration with the Housekeeper and Laundry Assistant to ensure that the highest cleanliness standards are achieved.

Educational

- Participates in educational programs offered to staff and specifically attends learning and development opportunities to meet personal development aims and objectives. All staff are required to undertake manual handling, fire safety and any learning and development identified as part of continuous

Professional

- Proactively manages all aspects of own development requirements including a proactive and cooperative approach to their own performance appraisal.

Other Duties

In addition to the key job responsibilities detailed within this job description all staff are expected to comply with the general duties detailed below:

- **Safeguarding** – Les Bourgs Hospice is committed to safeguarding and promoting the welfare of adults, children and young persons. All staff are therefore expected to behave in such a way that supports this commitment.

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all records effectively in line with policies and procedures to ensure the Hospice meets its legal, regulatory and accountability requirements.

- **Health & Safety** – Ensure a safe working environment and be aware of responsibilities under The Health and Safety at Work (General) (Guernsey) Ordinance, 1987, taking appropriate action in the event of an accident to customers, colleagues, self or any other person in the work area.

To co-operate fully in discharging the policies and procedures with regard to health and safety matters.

SECTION 3: PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW TESTED
Qualifications & Training	<ul style="list-style-type: none"> Valid Category B Driving Licence 		Application Form
Knowledge & Experience		<ul style="list-style-type: none"> Previous experience of working in a medical or retail cleaning role. Awareness of lone working procedures. 	Application Form & Interview
Technical Abilities		<ul style="list-style-type: none"> Understanding of COSHH Awareness of Infection Control 	Interview

Personal Attributes	<ul style="list-style-type: none"> • Works in a professional and courteous manner. • Strong interpersonal skills with an ability to build rapport with key stakeholders. • Experience of working as a committed team member with proven ability of being adaptable and flexible in the approach to varying workloads. • Demonstrates 		Application Form & Interview
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SECTION 6: APPLICATION DETAILS

Application Process

Applications are to be submitted in the form of a completed application form providing the names of two (2) referees to:

Care Manager
Les Bourgs Hospice
Andrew Mitchell House
Rue du Tertre
St Andrews
GY6 8SF

To arrange an informal visit email: recruit@lesbourgs.com

Application Information

Applications made in respect of this position will remain confidential, those that are unsuccessful will be kept for a period of 6 months from the date of receipt at which point they will be destroyed.

Candidates that withdraw their application in respect of this position will be destroyed immediately on notification of the withdrawal.

The application of the successful candidate will be kept on their personnel file for 6 years post termination.

Equal Opportunities
Les Bourgs Hospice is committed to eliminating discrimination and encouraging diversity and inclusion throughout our workforce. We are committed to equality of opportunity for all who work for us and do not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, age or carer status.
Data Protection
<p>Applications made in respect of this position will remain confidential, those that are unsuccessful will be kept for a period of 6 months from the date of receipt at which point they will be destroyed.</p> <p>Candidates that withdraw their application in respect of this position will be destroyed immediately on notification of the withdrawal.</p> <p>The application of the successful candidate will be kept on their personnel file for 7 years post termination.</p>