

## ST. JOHN EYE HOSPITAL – JERUSALEM

### JOB DESCRIPTION

<b>Title</b>	<b>Cleaner</b>
<b>Department</b>	<b>Facilities Department</b>
<b>Section</b>	<b>Cleaners</b>
<b>Reports to</b>	<b>Senior Cleaner</b>
<b>Hours</b>	<b>40 per week (inc of lunch breaks) to be worked as part of the roster including late shifts.</b>
<b>Date formulated</b>	<b>March 2010</b>
<b>Date reviewed</b>	<b>NOV 2024</b>

#### **General Statement of Duties:**

To ensure that assigned areas are kept clean and tidy to ensure that the Hospital and residential accommodation is maintained at the required hygienic standard at all items, paying particular attention to the clinical areas.

The post holder reports to the Housekeeper who is responsible for assigning the exact duties of each cleaner on a day-to-day basis.

#### **Main Responsibilities:**

1. Clean all floor areas in the Hospital by means of vacuuming, mopping, polishing and spray cleaning.
2. Removal of rubbish from all areas and disposal in safe manner.
3. Cleaning of sanitary areas, toilet, sinks, shower cubicles and staff changing areas. Including damp dusting of all surfaces, ledges, shelves, etc
4. Replace paper towels etc.
5. Cleaning of internal glass.
6. Ensure internal walls are clean.
7. Use all equipment and materials in a correct and safe manner, ensuring that there is no potential harm or hazard to self, patients, staff, visitors to the Hospital.
8. Report all faults, queries, problems or maintenance issues to the Housekeeper.
9. Maintain high standards of cleanliness in all work areas.
10. Respond to all hazardous cleaning incidents immediately e.g spilt liquids in clinic areas.
11. Prepare coffee / refreshments when required.
12. Must be prepared to work altered off duty shifts when required with staff shortages etc.

#### **Residential Blocks**

1. Clean all kitchens.
2. Clean and dust rooms (in the nurses and doctors residence this is only communal shared rooms), clear rubbish away.
3. Clean all the corridor floors.
4. Wash any crockery which is unclean and stack away in the cupboard
5. Arrange for dirty linen to be brought back to the laundry and to replace with clean linen.

6. Ensure hospital flats are clean and prepared for visitors.
7. Any other duties as required from time to time by the Housekeeper.

### **General Responsibilities:**

1. All staff are expected to report for work on time and fulfil their hours of duty, from time to time some flexibility may be required in order to meet the needs of the job and this may be outside regular hours of work.
2. All staff are expected to promote and contribute to a cooperative and productive work environment. Staff are also expected to show respect and consideration to their colleagues and all patients and visitors to the hospital.
3. All staff are expected to follow the dress code for their area of work. All uniforms as required by different work areas should be worn at all times. Staff who do not have a uniform are expected to wear appropriate, respectful, modest business dress. Jeans are not considered appropriate attire.
4. The hospital is a no smoking hospital and smoking is only permitted in the designated smoking areas and only during official break periods.
5. All staff will abide by confidentiality rules and will not disclose any information about patients, the staff or the workings of the hospital, except in certain circumstances where express permission is given as per the Confidentiality Policy.
6. All staff are expected to comply at all times with the requirements of Health and Safety regulations and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
7. The Hospital has a Control of Visits in the Hospital and Security of Workers policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the Hospital and its service are as secure as possible.
8. The Hospital is committed to equality and all staff are expected to treat colleagues, patients and visitors to the Hospital with dignity and respect, regardless of their ethnic background, religion, race, gender, age or sexual orientation.
9. All staff are expected to familiarise themselves with the requirements of the Hospitals policies and procedures for staff and also their specific area of work.
10. All appointments within the Hospital are subject to pre-employment health screening.
11. All staff are responsible for ensuring that all risks of cross infection to patients are minimised and that all policies, procedures and guidance relating to infection control practice are adhered to.
12. All staff are responsible, where relevant, for ensuring that all equipment used by patients is clean/decontaminated as instructed by manufacturers and in line with the infection control/guidelines protocol and policy.
13. The job description gives a general outline of the duties of the position and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the member of staff.
14. Any other duties as designated by your manager and which are commensurate with the grade.

### **Essential Requirements for the Post:**

Tawjihi School certificate.

Previous cleaning experience, preferably in a Hospital or Hotel environment – desirable

Ability to work flexible shift hours

Physically fit to work heavy cleaning equipment

Security conscious & confidential (may have access to patient notes etc)

Ability to be flexible in working hours and arrangements

Professional & courteous

Team worker

Display common sense

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_