



PORTREE MEDICAL CENTRE

JOB DESCRIPTION

JOB TITLE:	Cleaner
REPORTS TO:	Practice Manager
HOURS:	20 hours per week

Job Summary:

To ensure all functions and tasks involved in the day-to-day cleaning of the surgery premises are carried out efficiently and effectively in accordance with agreed procedures and protocols, so that all of our patients enjoy a clean environment and the reputation of Portree Medical Centre is enhanced and maintained

Job Responsibilities:

General Cleaning duties:

- Ensure a high standard of cleanliness is achieved covering all required areas of the surgery on a daily basis.
- Ensure that sufficient deep cleaning of areas is done on a regular basis in accordance with cleaning policies.
- To maintain an excellent working knowledge of cleaning protocols and procedures, ensuring that the cleaning schedule is followed at all times.
- To complete and sign paperwork accurately to ensure that cleaning has taken place and has been checked as appropriate.
- Ensure the good order and appearance of all patient facilities.
- To maintain security of the practice at all times, ensuring that the correct protocols are followed when closing the premises down.
- To report any maintenance issues within the surgery to the Practice Manager as soon as possible.
- Ensure cleaning cupboard and any other cleaner storage areas are always left clean and tidy, and to order stock as needed using agreed Practice protocols.
- Attendance and participation at relevant meetings as notified.
- Attendance at training sessions as and when required.
- Follow agreed Practice protocols at all times and not relying on memory.
- To carry out weekly fire alarm checks and complete fire log book accordingly.
- Any other delegated duties considered appropriate to the post.

Confidentiality:

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data
- Confidentiality is of the utmost importance, and any breach of confidentiality will lead to instant dismissal.
Note: **there is no need for cleaners to read anything on office/consulting room desks or screens**



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Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to Practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights.

Personal/Professional Development:

The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance, and demonstrating skills and activities to others who are undertaking similar work

Quality:

The post-holder will strive to maintain quality within the Practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Effectively manage own time, workload and resources

Communication:

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Recognize people's needs for alternative methods of communication and respond accordingly

Contribution to the Implementation of Services:

The post-holder will:

- Apply Practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work