

# Job Description & Person Specification



<b>Job Title</b>	Working Supervisor Cleaner
<b>Division/Location</b>	TFM at The Diaverum Dialysis Unit Bowthorpe Norwich
<b>Reporting to</b>	FM Soft Services Manager ( Cotman Centre )
<b>Weekly Hours</b>	18hpw
<b>Grade/Salary</b>	

## Job Description

### The Role:

To ensure that the site is maintained in a clean and organised condition to provide a clean and hygienic environment for the local NHS Dialysis Unit and the general public.

To supervise 4 Cleaning Operatives and co-ordinate holiday and sickness cover. To liaise with the Soft Services FM Manager to ensure all cleaning materials are replenished as required and to maintain site records accordingly.

As this position is in a healthcare environment, standards of cleanliness required will be high.

### Main Responsibilities

- Clean all general and specified areas to the required standard that incorporates all quality standards as previously noted above.
- To ensure that all equipment and materials required to perform all cleaning tasks are maintained in an hygienic and safe condition. All Health and Safety requirements should be met along with any regarding quality standards.
- Ensure that cleaning cupboards are maintained in a clean and tidy way and all materials replenished as required. All cupboards should be maintained to meet the standard required.
- To follow and adhere to procedures for the replacement of broken/damaged equipment.
- To maintain a clean and smart appearance at all times and referring any comments back to the Soft Services Manager.
- To be fully aware and comply with COSHH - The Control of Substances Hazardous to Health Regulations.
- To co-operate with customers in carrying out tasks as required.
- To ensure that any monthly overtime timesheets are completed, as necessary and forwarded to the Soft Services FM Manager.
- The completion of all 'ad hoc' requests issued by the Soft Services FM Manager.
- To report any cleaning difficulties to the Soft Services FM Manager.

<b>Approval/Review Date</b>			
Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

- To adhere to all Norse Commercial Services' policies and procedures.
- To take reasonable care for the Health and Safety of yourself and other persons who may be affected by the post-holders actions or omissions at work.
- To hold a valid DBS (Disclosure & Barring Service) check or be prepared to have one undertaken before commencement of work.
- To wear the issued uniform and safety shoes, as required
- To attend both internal and external training courses and sessions as required.
- Demonstrate personal commitment to the Norse Way CSR strategy

To undertake any other duties as may be delegated by the Soft Services Manager within their abilities and the scope of this post.

**Other Duties**

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

**Our Values**

You will be expected to promote and adhere to the workplace values of our organisation:

**Quality** – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

**Innovation** – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

**Respect** – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

**Trust** – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)

Approval/Review Date			
Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

<b>Qualifications/ Knowledge/ Training</b>	A basic level of literacy & numeracy	Desirable	AF
	Knowledge of COSHH regulations	Essential	I
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of general cleaning activities</li> </ul>	Essential	AF/I
	<ul style="list-style-type: none"> <li>• Working alone and as part of a team</li> </ul>	Essential	AF/I
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Able to undertake a range of manual cleaning activities</li> </ul>	Essential	AF/I
	<ul style="list-style-type: none"> <li>• Ability to maintain high standards of cleanliness in accordance with specified rotas</li> </ul>	Essential	I
	<ul style="list-style-type: none"> <li>• Ability to work in an organised and methodical manner</li> </ul>	Essential	I
	<ul style="list-style-type: none"> <li>• Ability to able to use own initiative</li> </ul>	Desirable	I
	<ul style="list-style-type: none"> <li>• Ability to work effectively and supportively as a member of the team</li> </ul>	Essential	AF/I
	<ul style="list-style-type: none"> <li>• Ability to take personal responsibility for standard of work carried out</li> </ul>	Essential	I
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Willingness to work flexible hours on occasions</li> </ul>	Desirable	I
	<ul style="list-style-type: none"> <li>• Willingness to maintain confidentiality on all school matters</li> </ul>	Essential	I
	<ul style="list-style-type: none"> <li>• Willing to undertake training course that are relevant to the duties of the post or are required for Health and Safety reasons</li> </ul>	Essential	AF/I

## General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

## Approval/Review Date

Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

Agreement			
Employee Name:		Date:	
Employee Signature:			

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	