



Domestic cleaner Job Description

Line Manager – Domestic manager

Hours per week – 10 hours per week (Monday to Friday – 2 hours per evening)

Job overview

Working as part of the Domestic Team and under the direction of the Domestic Manager to carry out work as part of a team to provide and ensure high standards of cleanliness throughout the surgery are achieved in all areas using the appropriate cleaning procedures. Using cleaning chemicals and cleaning equipment responsibly and within health and safety guidelines. Clearing clinical waste in the appropriate manner.

Maintaining staff and public safety through appropriate use of warning signage whilst cleaning.

Main duties of the job

- Ensure that all surfaces, fixtures and fittings within the designated work area are kept clean and tidy on a daily basis.
- Ensure that all sanitary areas, i.e. bathrooms, toilets and showers are cleaned and sanitized.
- Ensure all floor surfaces are kept clean.
- Responsible for completing daily cleaning checklists
- Maintain and clean all equipment used in the carrying out of domestic duties.
- Responsible for completing daily, weekly, monthly and 6 monthly cleaning checklists
- Responsible for identifying any work that has not been completed in handover and ensuring it is addressed
- Report faulty equipment to the designated supervisor.
- Prepare and set up rooms for meetings/seminars as requested

- Ensure dirty crockery is washed as required
- Removal and disposal of all domestic waste within the surgery
- To assist in the maintenance of effective systems, and stock control.
- To clean body fluid spillages in accordance with Practice Infection Control policy and procedures
- To change/wash curtain screens in accordance with procedures
- To carry out washing and drying of any Practice laundry as and when required
- To comply with Practice Policies/Procedures including Health and Safety guidelines and COSHH procedures.
- To assist in the locking up of the Practice and ensuring security systems are set every evening to secure the building including setting of alarm system, ensuring shutters are down and locking the premises.
- To report any concerns or issues regarding pest control using agreed procedures
- To assist with the movement of materials and equipment
- To liaise with other staff regarding Housekeeping request
- To attend mandatory and other training courses as necessary
- To attend team meetings and support other team members
- Required to communicate and develop good working relationships with staff throughout all areas of the Practice.

Equipment and Machinery

- Vacuum Cleaners
- Steam cleaner
- Washing Machine
- Cleaning & Laundry Trolley
- Mops and buckets
- Brushes and dusters
- Floor cleaners

Physical, Mental and Environmental Demands of the Job

Physical

- Frequent use of cleaning equipment e.g. vacuum cleaners, polishing machines.
- Standing, sitting, bending and walking for majority of work sessions.
- Moving and carrying equipment and materials necessary to complete tasks.

Mental

- Using electrical equipment particularly in wet conditions e.g. floor maintenance.
- Handling and preparing chemical solutions for cleaning tasks.

Environmental

- Use of chemicals / disinfectants for cleaning purposes

The main duties and responsibilities shown above are not exhaustive but should merely be regarded as a guide.