

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs

Canterbury

District Health Board

Te Poari Hauora o Waitaha

August 2019

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	Cleaner	
Reports on a daily basis:	On Duty Cleaning Supervisor	
Reports to:	Cleaning Supervisor or Manager	
Key Relationships:	Internal: <ul style="list-style-type: none"> · Ward, Unit Managers and Staff · Supervisors and Cleaning Staff · Infection Control · All visitors and Patients 	External: <ul style="list-style-type: none"> · · · ·
Organisational Vision:	The Canterbury District Health Board's vision is to promote, enhance and facilitate the health and well being of the people of the Canterbury District.	
Organisational Values & Philosophy:	<p>The Canterbury DHB is committed to being an excellent and caring funder / provider of health and hospital services. Integral to the achieving our vision, goals and objectives of the DHB are the values of the organisation:</p> <ul style="list-style-type: none"> · Care & respect for others · Integrity in all we do · Responsibility for outcomes 	
Role Purpose:	<p>Cleaners are responsible for cleaning Wards and Departments, ensuring that infection Control standards are maintained</p> <p>The key deliverables are –</p> <ul style="list-style-type: none"> • Effective service delivery • Daily schedules and task lists are followed to meet specifications and timeframes • Ensure all Cleaning techniques follow the specifications in the Cleaning Manual • Isolation cleans and other specialised services are provided to adhere to policies and procedures • Matching service requirements to clinical needs • All equipment is maintained and operated in accordance with specifications of both manufacturers and Cleaning Services • Correct Chemicals are used and dilutions are accurate and used efficiently 	

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs

Complexity:	<p>Most challenging duties typically undertaken or most complex problems solved:</p> <ul style="list-style-type: none"> • A diverse range of problems pertaining to the cleaning service delivery requiring customised and innovative solutions • Failure to provide effective solutions has an impact on standard outcomes
--------------------	---

KEY ACCOUNTABILITIES:

The Specialist Cleaner is responsible for:	The Cleaner will be successful when:
Service Delivery	<ul style="list-style-type: none"> • Cleaning Standard requirements are matched to service needs and specifications • A service culture that is customer and quality focused is inherent to service • Cleaning is carried out promptly and to the specifications
Effective Communication	<ul style="list-style-type: none"> • Effective working relationships with those internal to the organisation • Appropriate information flow to Supervisors and the Site Cleaning Supervisor
Personal Development	<ul style="list-style-type: none"> • Attendance at relevant courses and programmes as approved by the Service Manager
Quality & Risk Management Ensure a quality service is provided in your area of expertise by taking an active role in identifying areas of improvement.	<ul style="list-style-type: none"> • Requirements of Infection Control and associated standards are maintained
Health and Safety Maintaining a high quality, safe and secure work environment by following relevant Canterbury DHB and divisional policies, protocols and standards.	<ul style="list-style-type: none"> • A safe working environment is maintained at all times • Participate in established health and safety activities • Accident reporting is undertaken appropriately • All identified hazards are reported to the Supervisor

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs

PERSON SPECIFICATION:

Leadership Capabilities <i>(as per the Leadership Capability Framework)</i>	
Dimension	Description

Qualifications & Experience <i>(indicate years of experience required and level of learning)</i>	
<p>Essential</p> <ul style="list-style-type: none"> • Cleaning experience within the Health industry • Excellent communication and staff relationships and to be able to function well and contribute within a team environment • Time management skills • Knowledge of up to date cleaning techniques. 	<p>Desirable</p>

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.