



Coventry City Council

Job Description

Job Title:	Cleaner / Store person	Job Number:	Y5633D
Service:	The Coventry Integrated Community Equipment Service (ICES)	Grade:	2
Location:	The ICES, Widdrington Road		

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To be responsible to the ICES Manager for undertaking the effective operation of the stores facility by:

- Cleaning equipment returned from Service Users' homes
- Decontamination of nebulisers, suction machines and other electrical units
- Accepting deliveries into the Warehouse
- Selection of equipment from stock to collate ready for delivery
- Refurbishment of equipment to ensure that it is suitable for re-issue
- Cleaning of decontamination equipment, and of the Warehouse environment in line with current Infection Control guidelines

Main Duties and Responsibilities:

1. To operate the equipment cleaning machine. This involves applying manual handling techniques to lift heavy / cumbersome items in and out of the Equipment Washer.
2. General maintenance of the Equipment Washer and washing / drying machines according to the manufacturer's instructions. Cleaning of decontamination equipment, and of the Warehouse environment in line with current Infection Control guidelines and documenting it.
3. The manual decontamination items not suitable for the Equipment Washer.
4. Using chemicals (eg detergents, de-scalers) in line with Control of Substances Hazardous to Health (COSHH) regulations and in accordance with the manufacturer's guidelines.
5. Maintain records on equipment washer, to include temperature and cycle recording.
6. Ensure that the working environment is checked daily and that any dangerous materials or objects are removed to ensure Health and Safety, and to undertake preventative action as necessary and to report where action is needed.

7. Report any equipment damage or shortages etc. to the Warehouse Manager at the earliest opportunity to facilitate re-ordering.
8. To be responsible for reporting all needs for specialist repairs and maintenance needs beyond this job description to the appropriate officer.
9. To ensure that equipment is placed appropriately within its designated area following decontamination / receipt into the Warehouse.
10. To be aware of personal responsibilities for Health and Safety and welfare issues, and to be involved in the risk assessment process as appropriate.
11. To take appropriate remedial action or to report to the appropriate officer when discovering Health and Safety hazards resulting from work by contractors or staff.
12. To provide, as necessary, any other support to the service within the scope and level of responsibility of the post.
13. To comply with Departmental Policies and Procedures, e.g. Health and Safety and Equal Opportunities.
14. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: ICES Manager

Date Reviewed:

Updated: September 2022



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Person Specification

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Location:	The ICES, Widdrington Road		

Area	Description
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Knowledge:	• Awareness & understanding of the City Council's Equal Opportunities Policy.
	• An understanding of the nature of the work undertaken in the department
	• Health and Safety procedures relevant to a store and cleaning chemicals (COSHH)
	• Understanding the importance of infection control

Skills and Abilities:	• Able to initiate own workload.
	• Able to carry out minor everyday maintenance to cleaning machinery.
	• Basic computer skills
	• Able to lift / carry items of equipment around the store and use assistive equipment to carry out tasks as appropriate.
	• Able to carry out tasks which require numeracy and literary skills
	• Able to follow policy & procedures when undertaking tasks in the warehouse and decontamination unit
	• An understanding of the importance of Health & Safety issues relating to the role
	• Be able to communicate effectively with colleagues and customers
	• Able to locate and retrieve items from shelving in store area

Experience:	• Working within a team
	• Working within a Warehouse environment

Educational:	• Basic English literacy and mathematics

Special Requirements:	<ul style="list-style-type: none">•
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Date Reviewed:

Updated: September 2022