

Job Description and Person Specification



Job Description

Job Title	Cleaner Store person
Grade	2
Service	Integrated Equipment Service
Reports to	Warehouse Manager
Location	Widdrington Road
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:



About the Service your team will provide

Purpose of the role / Output

. 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 & Key Accountabilities

Core Knowledge

- Any other duties and responsibilities within the range of the salary grade.
- To operate the equipment cleaning machine. This involves applying manual handling techniques to lift heavy / cumbersome items in and out of the Equipment Washer.
- General maintenance of the Equipment Washer and washing / drying machines according to the manufacturer's instructions. Cleaning of the decontamination equipment, and of the Warehouse environment in line with current Infection Control guidelines and documenting it.
- The manual decontamination items not suitable for the Equipment Washer.
- Using chemicals (e.g detergents, de-scalers) in line with Control of Substances Hazardous to Health (COSHH) regulations and in accordance with the manufacturer's guidelines.
- Maintain records on equipment washer, to include temperature and cycle recording.
- 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.

- Report any equipment damage or shortages etc. to the Warehouse Manager at the earliest opportunity to facilitate re-ordering.
- To be responsible for reporting all needs for specialist repairs and maintenance needs beyond this job description to the appropriate officer.
- To ensure that equipment is placed appropriately within its designated area following decontamination / receipt into the Warehouse.
- To be aware of personal responsibilities for Health and Safety and welfare issues, and to be involved in the risk assessment process as appropriate.
- 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.
- To provide, as necessary, any other support to the service within the scope and level of responsibility of the post.
- To comply with Departmental Policies and Procedures, e.g. Health and Safety and Equal Opportunities.

Key relationships

External Service Users NHS staff	Internal Adult Social Care Teams
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	Y5633D
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	

Qualifications
Basic English literacy and mathematics
Special Requirements
This authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment

Date Created	January 2015	Date Reviewed	June 2016
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