

Ancillary staff

Organisation: Cambridge Nursing Home

Location: London

Position: Paid/ Contract

Line Manager: Quality Control Manager

Part/Full time: Full Time

Contact Email: info@cnhnursing.co.uk

Your role as a member of the Ancillary Staff team encompasses tasks of, Kitchen Assistant, Cleaner and Domestic Help. Please note that we consider you as part of the care team even though you may not be directly providing care to Service Users.

General job summary

- To ensure that the physical, psychological, emotional and spiritual well-being of all Service Users is maintained at the highest possible level in the pleasant, safe and harmonious environment of the Home.
- To maintain Confidentiality at ALL times
- To be aware of their responsibilities in maintaining the Health & Safety of all and staff
- To care for the elderly frail SUs
- When necessary to help with the feeding needs of SUs who are incapable of feeding themselves, serving meals in a presentable manner.
- To take care of the ' clothes and personal belongings
- To ensure that SUs are suitably dressed at all times
- To tidy ' rooms and wardrobes ensuring the residents' rooms are clean and tidy at all times
- To ensure ' clothing and bed sheets are laundered daily/weekly
- To take reasonable care to prevent damage to clothing, equipment etc.
- To participate in activities for the general leisure and social care of the SUs when necessary.
- To remove and dispose of clinical and other domestic wastes and place in the appropriate containers for disposal.
- To participate in the assessment and reviews of to assess the needs of each SU when requested.
- To monitor the needs of each SU and report any change of needs to the Senior Care Assistant, Registered Nurse or Senior Registered Nurse as appropriate.

- To encourage SUs to learn new skills, take up new interests and activities and maintain those they already have when necessary.
- To seek to understand the emotional and personality problems among residents and to work through such problems with the assistance of other professionals in group sessions where necessary.
- To assist in various leisure activities outings where necessary.
- To help residents when necessary in casual shopping (but never proprietary drugs -see drugs policy) to assist residents in selection of clothing.
- To assist the Cook in the preparation cooking and serving of food and beverages (including snacks).
- To highlight to the Cook, any shortfall in the service and suggestions as to how to overcome them.
- To undertake simple cooking duties.
- Transporting and serving of meals.
- To undertake general kitchen and dining room duties (e.g. washing up, setting up and clearing away equipment and tables).
- To work with the Cook as part of a team to meet quality assurance standards.
- The reporting of any defects with the equipment to the Quality Control Manager.
- Restrooms must be cleaned and disinfect sinks, countertops, toilets, mirrors, floors, etc.
- It is your responsibility to replenishes bathroom supplies when needed and report to the Quality Control Manager when they are low.
- Metalwork should be polished, such as fixtures and fittings.
- Floors must be swept, moped, vacuumed, using a broom, mop and vacuum cleaner when necessary.
- Other work may be required such as scrubbing, waxing, polishing floors and shampooing of carpets.
- All kitchenettes must be cleaned and disinfect sinks, countertops, tables, chairs, refrigerators, etc.
- Furniture, equipment, partitions, etc. must be dusted when necessary.
- Wastebaskets must be emptied on a daily basis and moved to the disposal area.
- Other Duties include cleaning rugs, carpets, and upholstered furniture, using vacuum cleaner and sponge where necessary. Walls ,windows, door panels, partitions, sills and woodwork must be washed regularly.
- Ensure room in question is properly ventilated before commencing any cleaning.
- All Service Users () are to be provided with bibs in order to preserve their clothing.
- To wear appropriate protective clothing and aprons as instructed.
- Be familiar with and put into practice the cleaning policies and procedures
- Check all cleaning equipment etc. ready for use.
- Collect rubbish from rooms and lounges.
- Sweep and wash/vacuum corridors

- Clean lavatories and bathrooms with disinfectant in the water
- Replenish toilet rolls
- Wash hand basins with disinfectant and sanitizer
- Start cleaning rooms, (i.e) windows, skirting boards, tops of wardrobes, under the beds.
- Clean buckets, wash mops and cleaning clothes and dusters and store away.
- Put rubbish outside in the paladins. Suitable gloves must be worn to handle this.
- Carry out any other duties as instructed by the Registered Nurse in charge and the management team.
- To be fully aware of emergency fire exits and equipment
- To be able to use emergency equipment if necessary and be able to practice
- To know of and put into practice when required the drill for emergency evacuation in case of fire.
- To report all accidents and incidents, however minor to the Nurse in charge
- To report defects in equipment to the management and comply at all times to the policies of the Home in relation to Health & Safety policy at work.

Responsibility and accountability

- Whilst on duty, you are accountable to the Registered Nurse in charge and to the Quality Control Manager.
- All staff are responsible for his/her own actions or inactions.
- All staff must be in good health and must report to the Management of any sickness, infections, diseases and other condition which may affect their work.

Personal and Professional development

- To maintain knowledge of current trends in the profession.
- To attend courses for your own professional development in your time and the time organised by the employer.
- To comply with the statutory requirements of the Health and Safety at Work Act in attending fire and safety instruction.

Personal Attitude

- You must have a genuine interest in caring for the elderly. Being practical, flexible, and hardworking is always an advantage.
- All staff must be trustworthy, reliable and of good character.
- He/she should have the following characteristics:

- ✓ To show respect for the Individual SU at ALL times
- ✓ To maintain dignity, privacy and confidentiality of the SU
- ✓ You must take pride and care in your daily work.
- ✓ You must adhere to codes of dress set by the Home.
- You must accept constructive criticism in a positive manner and move forward to find solutions as and when required.
- You must be approachable at all times

This job description is not exhaustive and will be subjected to periodic review and revision