

## Waste Operative

Infrastructure and Hospital Operations

### Job Information



## **Job Description**

**Post:** Waste Operative

**Grade:** Skill Zone 1 / Pay Band 2

**Location:** Noble's Hospital

**Reports To:** Portering and Security Manager

### **Role Summary**

To undertake all tasks relative to maintaining a safe clean environment for the patients and staff of Noble's Hospital, this will include the daily collection of linen, clinical waste, general waste and routine cleaning of external glass as specified by the Portering and Security Manager.

### **Duties and Responsibility**

#### **Waste Management and Disposal:**

- Collect used linen from around the hospital site delivering to the Laundry department as per the agreed schedule
- Collect clinical waste from around the hospital site, segregate and deposit into the SITA bins for onward delivery to the Incinerator
- Collect general waste from around the hospital site and remove to the on-site waste compactor
- Compact general waste using the on-site compactor
- Collect cardboard and other sundry items of waste from around the hospital site depositing in the agreed recycling receptacles

#### **Cleaning:**

- Carry out regular cleaning of the area surrounding the on-site compactors maintaining a clean and safe working environment
- Maintain weekly cleaning, internal and external, of all vehicles utilised in waste/linen movement
- Clean external glass to the agreed schedule and accommodate ad-hoc requirements as directed
- Carry out regular inspection of the hospital disposal holds advising Housekeeping if floors require cleaning.

#### **Training:**

- Ensure mandatory and regulatory training is completed and updated in line with hospital policy
- Attend other in service training as required

#### **General:**

- Carry out the necessary vehicle checks before commencing driving duties and complete all required paperwork, report all vehicle concerns or defects following the correct documented procedure
- Ensure all equipment and machinery used is kept in good clean working order including but not limited to collection bins, tugs and vehicles

- Ensure cleaning equipment is kept in a clean and safe condition and stored securely when not in use
- Report any discovered defects of equipment immediately to the Portering and Security Manager
- Identify any environmental issues and report immediately to the Portering and Security Manager for further action
- Ensure that the hospital ID badge as issued is worn at all times and clearly visible
- Contribute/make suggestions to the Portering and Security Manager to identify any areas where improvements can be considered/implemented
- Communicate on a daily basis with the Portering and Security Manager regarding day to day issues such as inappropriate storage of waste and specific issues
- Dress and conduct should be of a positive standard which promotes patient and public confidence in the ability of the individual and the service as a whole
- Assist in other areas of Logistics and Hotel Services should the need arise

### **Health and Safety:**

- Adhere to the Hospital Uniform Policy at all times.
- Comply with infection control requirements and the 'bare below the elbows' policy, wearing appropriate PPE for all tasks that require it to be worn
- Be aware and comply with the Health and Safety at Work Act, and Manx Care Health & Safety Policies.
- Take reasonable care for own Health, Safety and welfare, and that of anyone who may be affected by any acts and omissions on the post holder's behalf.
- Co-operate with employers and safety representatives on all aspects of Health, Safety and Welfare.
- Report accidents, incidents and near misses and security concerns without any delay as per policy to the Portering and Security Manager.

### **Role Governance:**

- Maintain good working relationships with all members of the Hotel Services Division
- Ensure safe practice and a quality service by working within agreed policies, procedures, standards and strategies.

### **Equality and Diversity**

The jobholder is required to abide by the hospital's policies and procedures and to actively support the hospital's commitment to equality and diversity, in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexual orientation etc.

### **Training and Personal Development**

The jobholder must take responsibility in agreement with their line manager for their own personal development. The jobholder will undertake all mandatory training required for the role.

### **Respect for Patient Confidentiality**

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role. The post holder must maintain confidentiality, and have regard for staff and patients' privacy, dignity and rights.

### **Infection Protection and Control**

All employees have a personal responsibility to comply with hospital and Manx Care Infection Prevention and Control Policies to protect their own health, the health of patients, visitors and other employees and to prevent health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory infection prevention and control training as provided by the hospital.

### **Safeguarding Children and Adults**

All employees have a responsibility to safeguard and promote the welfare of children and adults. The post holder will be responsible for ensuring they undertake the appropriate level of training in accordance with the safeguarding policy training strategy and ensure they are aware of and work within the safeguarding policies of the hospital.

**This document describes the core duties of the post holder. It is intended to be a guide and not a rigid inflexible specification. The employee is to share with the employer the responsibility for suggestions to alter the scope of duties to improve the working situation. This job description will be reviewed to reflect the future requirements of the service.**

### Person Specification

<b>Attributes</b>	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
Willingness to undertake training required.	E	CV/Interview
Willing to work over a five day a week alternating shift pattern.	E	Interview
<b>Knowledge &amp; Experience</b>		
Experience of hospital work.	D	CV/Interview
Experience working within a healthcare setting.	D	CV/Interview
<b>Skills &amp; Abilities</b>		
Good written and verbal communication skills.	E	CV/Interview
Ability to work without supervision.	E	Interview
Ability to work as part of a team.	E	Interview
Flexibility and adaptability.	E	Interview
Good organisational skills.	E	Interview
Awareness of confidentiality.	E	Interview
<b>Personal Attributes</b>		
Cheerful friendly disposition.	E	Interview
Reliable and committed.	E	Interview
Confident approach.	E	Interview
Ability to work under pressure.	E	Interview
Awareness of limitations.	E	Interview
<b>Other relevant requirements</b>		
Ability to work on a rota system which does include bank holidays.	E	Interview
Full, valid driving licence.	E	CV/Pre-employment checks
Isle of Man Worker.	D	Application

Satisfactory Police check.

E

Pre-employment checks