

JOB SUMMARY

Post Title	Decontamination Assistant						
Job Family	<i>Service Delivery</i>	Pay Range	<i>01</i>	Line Manager to others?	No	Role profile ref	<i>SD01</i>
Service Area	<i>Community Equipment Stores (CES)</i>						
Line Manager	<i>CES Warehouse Supervisor/Operational Lead</i>						
Location	<i>19 Barry Way, Newport Business Park</i>						

Job Purpose

The Community Equipment Service is a jointly funded service which provides equipment and adaptations to Island residents to enable them to live independently and safely within their own home.

The post holder will play a significant role in assisting the team to maintain a high standard of quality and cleanliness, minimising the risk of cross contamination and infection. Responsibilities will include cleaning equipment for reuse, minor repairs and quality checking.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- Clean returned items of equipment to a high standard and in line with manufacturer guidelines.
- Complete minor repairs to some equipment such as tightening of screws or bolts, fitting new ferules to walking aids etc.
- Adhering to health and safety regulations and department cleaning guides.
- Help review and improve cleaning and decontamination methods.
- Occasionally help Delivery Technicians with equipment deliveries and collections in the community.
- To work as part of and in conjunction with the rest of the team.
- To undertake any other tasks appropriate to the job purpose and grading.
- To support the CES Manager in developing the service in line with national best practise.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Reliable, responsible.		✓	
Safe and competent use of relevant equipment / tools.	<i>Cleaning products & tools, standard tools to support minor repairs eg. Screwdriver.</i>		✓
Knowledge of relevant health and safety procedures.	<i>Awareness of Health & Safety Procedures (including COSHH) or a willingness to undertake training</i>	✓	
Ability to communicate clearly.	<i>The ability to communicate effectively at all levels with the public, staff, members and other agencies on sensitive and personal issues</i>	✓	
Basic literacy.			✓
Able to maintain accurate records as and when required.	<i>Ensuring accurate records are kept up to date in a timely fashion</i>	✓	

Qualifications

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.	<i>General standard of education and communication.</i>	✓	

Other Requirements

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Organisation Structure (optional)