

Agenda for Change: Job Description

NON-IP-DESCRIPTION

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| Post Title: | Waste Management Operative |
| Directorate/Department: | Waste Management Department |
| | Support Services, Division C |
| Agenda for Change Band | AFC Band 1 |
| Hours Per Week: | 37 Hours (working 5 over 7 days) |
| Accountable to: | Waste Manager/Waste Supervisor |
| Accountable for: | Linen and Waste Collections |
| Main Purpose: | To provide an efficient, reliable and high quality Waste Management Service to UHS Waste Management Services Collects, Segregates, Stores and removes from site several categories of waste |
| Key Working Relationships: | <i>Please outline post holders, or functions that the post will build and maintain key working relationships with in order to carry out the role effectively</i> |
| General Duties: | <ol style="list-style-type: none"> 1. To ensure all waste types IE Orange bagged Yellow bagged Clinical, Black bagged Domestic Waste and Soiled Linen are collected from each sluice room or holding room from each level on each work round as per the schedule that each Operative is assigned to. 2. To follow the waste policies to ensure that the Waste groups should never be mixed IE Orange/Yellow Bagged Clinical, Black Bagged Domestic, Soiled Linen, Confidential or Recycled Products. 3. To adhere to the Trust Waste Policy by ensuring that all waste is disposed of in the appropriate containers, Orange Bagged in Yellow Wheelie Bins or 770ltr Yellow Bins, Black Bagged Domestic Waste in Green Wheelie Bins or Silver Black Lidded Bins, and Soiled Linen Should be collected in cages provided. 4. To follow the Departmental security procedures by ensuring Clinical Waste Bin Must be kept locked with keys provided at all times. 5. To carry out site Presentation Duties on a daily basis this will be achieved by operatives being issued with Job information tickets by the supervisor or manager to collect waste from trust areas. 6. To ensure all Clinical and Domestic Waste Bins in all sluice rooms, Holding rooms and designated areas are cleaned on a monthly basis. 7. All staff will assist with the department in meetings its Duty Of Care in maintaining a clean and tidy, safe working disposal service. 9. To maintain the working area in a clean and tidy condition. |

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| | <p>10. To maintain good working relationships and communication with general politeness & courtesy with both colleagues and with user departments.</p> <p>11. To undertake general on site training in all round collections and in use of the Waste Compound and all duties that entails, which includes the use of the Domestic Waste Compactor, Cardboard Bailing Machine, Scissor Lift and Jet Wash Machine.</p> <p>12. To undertake other Waste Compound duties which includes the emptying of the Domestic Waste bins into the Compactor and supplying the Waste Operatives with empty bins. The checking and Tagging of the Clinical Bins. The Bailing of the Cardboard in the Bailer. To make sure the Waste Compound is kept in a clean and tidy condition also to wash any bins as required.</p> <p>13. To undertake training in the use of the Waste Tugs.</p> <p>14. To undertake any ad-hoc duties as and when required.</p> |
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| | <p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers</p> <p>All clinical professionally regulated staff must abide by the code of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p> |

IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

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| <p>Duty of Care</p> | <p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p> |
| <p>NHS Standards of Business Conduct and Professional registration</p> | <p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p> |
| <p>Living our values every day</p> | <p>All staff are expected to strive to make the Trust values ‘what we do’ – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Working Together 3. Always Improving <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p> |
| <p>Health and Safety:</p> | <p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p> |
| <p>Infection Prevention and Decontamination of Equipment:</p> | <p>All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p> |
| <p>Child Protection/Safeguarding</p> | <p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and Departmental Child Protection and Safeguarding policies including employment checks.</p> |
| <p>Confidentiality</p> | <p>All employees of Southampton University Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> |

NON-IDENTIFICATION

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| | <p>Any employee who wilfully disregards Trust and Departmental policies may be liable to serious disciplinary action including dismissal.</p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p> |
| Mental Capacity Act 2005 | <p>All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role.</p> <p>It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.</p> |
| Last Updated | 25 September 2017 |