

JOB DESCRIPTION

Job Title:	Specialist Cleaner
Band/Pay:	Band 2
Department:	Estates and Engineering

Torbay Pharmaceuticals



Job overview

To provide a specialist cleaning service within the manufacturing departments to support high quality manufacturing operations. To maintain high levels of cleanliness throughout all departments and domestic areas within Torbay Pharmaceuticals.

Main duties of the job

- To maintain the manufacturing areas and equipment to the standard of cleanliness required of standard operating procedures, regulatory guidelines and Pharmaceutical Good Manufacturing Practice
- Ensure that the cleaning service is maintained according to work instructions which include cleaning requirements on a daily weekly and monthly basis for general and deep cleaning duties
- Assist with the laundry service of specialist clean room clothing for each manufacturing area
- To assist manufacturing operators in the cleaning of specialist manufacturing equipment as required
- To undertake any other reasonable duties consistent with the grade as indicated by the area Supervisor
- To maintain a high level of cleanliness throughout the domestic areas
- To maintain the Laboratory areas and equipment to the standard of cleanliness required of standard operating procedures, regulatory guidelines and Pharmaceutical Good Laboratory Practice
- To work both as an individual in certain tasks and also as part of a team within various sections of all departments
- To perform activities within the classified and unclassified manufacturing areas of all departments
- Able to work within a 'cleanroom' environment in manufacturing areas while gowning in enclosed clothing to minimise contamination
- To understand the importance of all activities / processes within each department by familiarisation with standard operating procedures and by completion of 'on the job' competency assessments
- To read, understand and follow written instructions
- Occasional handling of hazardous chemicals and materials requiring the use of personal protective equipment
- To work flexibly around staff performing manufacturing operations
- To be able to work flexible hours, when required, to fit around the manufacturing schedule

About your new team and department

If you are successful, you will become part of a Small Specialist cleaning team who are responsible for maintaining high levels of cleanliness across all departments within Torbay Pharmaceuticals.

About Torbay Pharmaceuticals

Torbay Pharmaceuticals (TP) opened a new manufacturing site in 2017 supported by a £26m investment. We aim to double the size of the business in the next 4-5 years.

Torbay Pharmaceuticals (TP) is a semi-autonomous business unit of Torbay and South Devon NHS Trust with its own Management Board.

Torbay Pharmaceuticals (TP) is a flagship business within the National Health Service and manufactures and distributes terminally sterilised injectables for the secondary care market in the UK and worldwide.

The business employs circa 200 people and has sales in excess of £20M per year.

TP is a holder of the following MHRA (Medicines and Healthcare Products Regulatory Agency) licenses:

- ✓ Manufacturers License
- ✓ Manufacturers License 'Specials'
- ✓ Wholesale Dealers Licence
- ✓ Manufacturers Licence 'Investigational Medicinal Products'

TP is a holder of the following Quality Management Accreditations:

- ✓ ISO13485 – Medical Devices

Detailed job description and responsibilities

Communication and Working Relationships

- The post holder reports to the Cleaning Supervisor
- The post holder interacts regularly with production staff, team members, supervisory staff and other departments
- To communicate information both verbally and in writing in a clear and concise manner
- Communicate effectively with work colleagues recognising when issues/events need to be referred to a supervisor e.g. reporting quality incidents
- Work as a member of a team, valuing the contribution of others and forming co-operative working relationships with all colleagues

Planning and Organisation

- To provide the service of maintaining levels of consumables within the manufacturing areas
- Carry out daily cleaning activities after completion of the production batch as set out in standard operating procedures in preparation for the next planned production run
- To understand the requirements of and carry out the rotational deep cleaning of all departments
- To work without direct supervision
- To work within the schedules prepared by the Cleaning Supervisor

Knowledge and Skills

- To operate cleaning equipment
- To complete all documentation as required in a clear and legible manner
- Understanding and adherence to COSHH regulations
- Understanding and adherence to cGMP regulations

Responsibility and Accountability

- To understand the requirements regarding cleaning products and processes for specialist manufacturing areas
- Understand and comply with waste management procedures

Policy and Service Responsibility

- Participate fully in departmental training programmes
- Attend mandatory training courses
- All staff will be regularly assessed on their knowledge, skills and behaviour, and application of all aspects of the job description, in line with the Trust's Personal Development Review (PDR) process

Responsibility for Equipment and Other Resources

- To report defects in work areas or production equipment to the engineering or supervisor staff

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Good general education • Basic numeracy and literacy skills 	<ul style="list-style-type: none"> • Basic food hygiene certificate • NVQ qualification in relevant field • GMP Clean Room Cleaning
Knowledge and experience	<ul style="list-style-type: none"> • Moving and Manual Handling knowledge • Knowledge of general cleaning methods • Experience of working with Standard Operating Procedures 	<ul style="list-style-type: none"> • An understanding of the regulatory standards related to manufacturing (Good Manufacturing Practice, GMP) • Knowledge of infection control/ colour coding. • Understanding COSHH regulations • Previous experience of cleaning pharmaceutical grade classified areas • Experience of working within an ISO accredited organisation or regulated environment • Experience of working in a healthcare environment
Specific Skills	<ul style="list-style-type: none"> • Able to adapt to change • Able to read, understand and follow written and verbal instructions • Previous specialist cleaning experience • Good communication and interpersonal skills • Effective teamwork • Able to show self-motivation and use initiative, recognise when to refer upwards • Ability to work on your own, unsupervised 	<ul style="list-style-type: none"> • Basic PC skills

	<ul style="list-style-type: none"> • Ability to work as part of a team 	
Requirements due to work environment/conditions	<ul style="list-style-type: none"> • Able to deal with hazards associated with occasional exposure to fumes and chemicals • Gowning in enclosed clothing to minimise contamination • Able to work within an enclosed 'cleanroom' environment in manufacturing areas • Exposure to disinfectants and cleaning agents within the manufacturing areas • Able to work within a noisy environment • Sensitivity to needs of Departments, visitors and staff in working areas 	

Physical skills	<ul style="list-style-type: none"> • Walk/stand for most of shift
Physical effort	<ul style="list-style-type: none"> • Frequent requirement for physical effort in the moving and handling of inanimate loads
Emotional effort	<ul style="list-style-type: none"> • Able to work on own and in teams • Able to remain calm and level headed under pressure
Mental effort	<ul style="list-style-type: none"> • Able to concentrate on repetitive work • Able to respond to changes in workload