

## JOB DESCRIPTION

**JOB TITLE: Covid 19 Testing Associate ( Production)**

**LOCATION: London**

**REPORTING TO: Duty Manager**

**Pay rate: £13.50 per hour**

**Shift Work: Monday to Sunday, based on client request**

### OUR VALUES AND BEHAVIOURS

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**Respect** - This means respecting each other, great communication, valuing contributions, respecting differences and supporting one another.

**Collaboration** - This is all about teamwork and remembering that we are all working towards the same goal. It's also about how we work with our clients and their other suppliers. We are one team!

**Integrity** - This is about being honest, reliable and trustworthy and always delivering on promises.

**Innovation** - This is about striving to always improve, working smarter, coming up with new ideas and having the confidence to share them. At the same time it's about embracing change.

**Excellence** - This is all about striving to be the very best brand ambassador, exceeding expectations to build value and give us and our clients a real competitive advantage.

**Trust** - This is all about being consistent, organised and reliable. It's also about doing what you say you are going to do and not promising what you can't deliver.

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### OVERVIEW OF JOB DESCRIPTION

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As a Testing Associate, working on production you will be required to work independently and part as a team, as a mobile testing associate. Reporting to the Account Manager on site, you will be responsible for delivering brilliant customer care to the Film and TV industry on set. This will include administrative functions to ensure all tests are conducted with complete accuracy. Full training will be provided, and full Personal Protective Equipment will be supplied in line with NHS Standards.

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#### Main Duties & Responsibilities:

- Meet and greet customers arriving at the drive through swab station
- Support the wider team by labelling up sample kits with unique barcodes which are printed when QR codes are scanned and ensure the correct sample kit is with the right customer

- Assist in the safe movement of samples, specific to your working site
- Direct cars as appropriate to your working site
- Delivers brilliant care at test centres, responding quickly to all customer needs while reassuring individuals throughout the testing process and putting them at ease
- Confidently performs the throat and nasal swab testing procedure in line with current clinical standards, while adhering to hygiene, Personal Protective Equipment (PPE) and NHS standards.
- Understands testing targets and goals for the test centre.
- Efficiently delivers the daily tasks and testing plan, including packing up samples, stock management, completing testing administration and procedures in line with expectations
- Follows the high presentation standards and understands their legal obligations for the site to operate safely
- Complies with all safety rules and procedures to ensure their own safety and that of colleagues and customers at all times

### **Person Specification:**

#### **Essential**

- Ability to communicate with empathy and confidence with individuals
- A supportive approach to others, and an ability to relate well to colleagues and passengers
- Capacity for hard work / standing on feet and high expectations of self and passengers
- Strong communication
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- Attention and organisational skills
- In addition, applicants must consider the following: Willingness to work outside (weather protection will be provided)

#### **Desirable**

- Be able to provide us with the risk status of family members in the same household.

### **HEALTH & SAFETY RESPONSIBILITIES**

- Follow Group and company policies and procedures at all times;

- Report any apparent deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment;
- Use all work equipment and personal PPE properly and in accordance with training received;
- Report any issues or training needs to your Line manager and /or via your divisional incident reporting system;

#### **NOTE**

This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. The job description may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.

***Please note that ABM are an equal opportunities employer, we do not discriminate and welcome all responses.***