**JOB DESCRIPTION**

**Title: Housekeeper**

**Responsible to: Housekeeping Team leads (day and night shifts)**

**Accountable to: Housekeeping Manager**

## **PURPOSE OF JOB**

The post- holder is responsible for providing a high standard of cleaning within both clinical and non-clinical areas within the hospital. The postholder must operate in line with clearly defined standards and in compliance with corporate and local policies and procedures.

## **Key Objectives of the Post**

* To work collaboratively with other team members to ensure high standards of cleanliness are achieved and maintained.
* To promptly report any areas requiring repair to the Team leads.
* To contribute to overall patient satisfaction by providing good customer care in the performance of daily allocated duties.

### Principal Duties and Responsibilities

* To ensure that all areas of the hospital are cleaned in accordance with the specification laid down for each room
* To mop, dust and damp wipe all surfaces as appropriate and clean internal glass areas.
* To clean toilet areas including toilet pans, wash basins, floors and wiping walls as necessary.
* To operate buffing/polishing/vacuum/carpeting/laundry machinery in accordance with the training provided for each machine.
* Maintain daily record of areas cleaned.
* To be considerate of patients and carers who may be present when undertaking cleaning duties.
* To ensure patient/public safety whilst working, using appropriate signage.
* To maintain confidentiality at all times.
* Ensure the Health and Safety of staff, colleagues and visitors to the centre, reporting any accidents or incidents via the approved channels using approved documentation.

#### Infection Control

* Recognise that all staff have responsibility as individuals and as part of a team to prevent transmission of infection to patients through failure to adhere to Infection Control policies and guidance.
* Undertake to adhere at all times to Company Infection Control policies and related policies (i.e. Uniform Policy) and best practice and to demonstrate that infection control principles and practices are being used in all aspects of day to day practice.
* Challenge or report appropriately, any aspect of practice, or lack of resources, that inhibits adherence to Infection Control policies and best practice.
* To maintain the colour coded procedures for compliance with infection control requirements.
* To be responsible for the safe removal of clinical waste from clinical areas and to store it safely in the dedicated storage areas, this will include closing the bags/boxes and labelling in accordance with legislation.

**General**

* Comply with the Company Appraisal system and attend an appraisal every year.
* Ensure updated mandatory training requirements are met.
* Assist in the orientation and support of new staff to the unit.
* To report all items of faulty equipment to the Housekeeping Team leads
* To maintain security of the hospital whilst working.
* To contribute generally to the establishment and development of a quality service
* To have an understanding of the Company policies and procedures and ensure these are adhered to including COSHH, Infection Control, and Health and Safety.
* Take responsibility for undertaking mandatory training as specified and in line with role responsibilities

**Health and Safety**

As an employee of Practice Plus Group, the postholder has a duty under the Health and Safety at Work Act 1974 to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the hospital not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data

only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understood this Job Description

Name of Post holder …………………………………..

Signature …………………………………...

Date …………………………………...

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| **PERSON SPECIFICATION - Housekeeper** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Good standard of written and spoken English
 | * Computer literate
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| Experience | * Previous cleaning experience
 | * Cleaning experience gained in a healthcare environment
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| **Skills and Knowledge** | * Able to carry out written and verbal instructions accurately
* Good communication skills
* A knowledge of health & safety
 | * Basic knowledge of Health and Safety and COSHH regulations
* Ability to communicate on the telephone
* An understanding of infection control
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| Other Factors | * Flexible attitude to working arrangements
* Committed to customer care and first class service provision
* Ability to work as part of a multidisciplinary team
* Adaptable, friendly, polite, courteous and caring
* Physically fit to undertake the role
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| **HAZARDS:** |
| Laboratory Specimens Proteinacious Dust  |  | Clinical Contact with patients |  | Performing exposure prone invasive Procedures |  |
| Blood/Body Fluids | X | Dusty environment | X | VDU Use |  |
| Radiation |  | Challenging Behaviour |  | Manual Handling | X |
| Solvents | X | Driving |  | Noise |  |
| Respiratory Sensiters |  | Food Handling |  | Working in Isolation  | X |