

HOLY CROSS HOSPITAL

JOB DESCRIPTION

Job title:	Housekeeping Assistant
Responsible to:	Housekeeping Team Leader
Accountable to:	Assistant General Manager
Key working relationships:	Assistant Housekeeping Team Leader, Ward Managers, Maintenance Staff, Caretakers

1. OVERALL OBJECTIVE OF JOB ROLE

The housekeeping assistant will work as part of the Support Services Team providing an efficient service that ensures a clean and comfortable environment across the whole hospital site, over the 7 day period. The post-holder will provide housekeeping duties of the highest possible standard of hygiene, cleanliness and safety to all hospital users and will be expected to work wherever there is a requirement.

2. MAIN DUTIES AND RESPONSIBILITIES

- Undertake cleaning tasks, with particular emphasis on infection control, in accordance with Operational Standards Manual to assist in ensuring clean, hygienic and tidy conditions.
- Use cleaning materials, chemicals and equipment in accordance with Operational Standards Manual, manufacturer's instructions and Dangerous Substances Policy
- Use Personal Protective Equipment (PPE) as necessary to provide protection against injury or ill health in accordance with Operational Standard Manual and risk assessments.
- Undertake laundry services, including bedspreads, patients clothing, slings and curtains, as directed by the Housekeeping Team Leader

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- Participate in quality control inspections in accordance with agreed performance indicators to monitor standards and trends, and undertake remedial works required.
- Report all enquiries and complaints to the Senior Housekeeper to ensure a positive approach
- Adhere to Health & Safety Procedures to ensure safety of individual, staff, patients and visitors.
- Attend training sessions as required by the General Manager to ensure the necessary knowledge and skills are maintained, including mandatory training.
- To work closely with all members of the support services team, including other housekeepers, caretakers and maintenance officers.
- To Maintain patient confidentiality and ensure they are treated with dignity at all times
- To undertake such duties appropriate to the level and character of work as may reasonably be required within the department.
- To participate in an annual staff appraisal.
- To complete all mandatory training to the required standard

3. HEALTH AND SAFETY RISK ASSESSMENT

The health and safety of all employees is of great importance. The Housekeeping Assistant will carry out all duties with an awareness and understanding of the Health and Safety Policy. Participation in routine departmental health and safety checks will be required and arrangements may be made for training, possibly outside normal working hours.

Work at all times within the scope of the Health and Safety at Work Act of 1974 and the hospital policy for reporting of accidents, incidents, hazards and risk management.

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Take an active role in the prevention and control of infection.

1. **Manual handling:** there will be occasions when lifting and moving heavy objects will be required in the job. Training in the correct handling techniques will be given. It will always be necessary to assess the task and seek help if required
2. **Hazardous Substances:** the range and quantity of hazardous substances are kept to a minimum. All substances held on site will be subject to COSHH assessments and will be stored, used and disposed of safely.
3. **Falls from height and slips trips and falls on the same level:** certain tasks will require the use of ladders. A risk assessment is required on each occasion and relevant policies and procedures must be followed. Proper footwear must be worn and the care should be taken to keep working areas free from obstructions that might give rise to slips, trips and falls
4. **Cross infection:** infection control procedures must be followed at all times to avoid cross infection occurring

This job description represents an outline of the main components of the job and is not intended to be exhaustive. It may, with consultation be subject to additions and amendment as the need arises. It has been checked for overt or implied discrimination within the scope of the Hospital's policies on equality and diversity and none was found.

In addition to the duties and responsibilities listed the post holder is required to perform other duties as might reasonably be required.

This job description has been agreed between the post holder and the person to whom he/she is accountable.

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Post holder

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Print name

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Date

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General Manager

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Print name

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Date