**JOB DESCRIPTION**

**Title: Housekeeper**

**Responsible to: Housekeeping Supervisor**

**Accountable to: Clinical Governance Manager**

## **PURPOSE OF JOB**

The postholder is responsible for providing a high standard of cleaning and non-clinical areas within the treatment centre. The postholder must operate on line with clearly defined standards and in compliance with policies, and procedures.

**SCOPE OF JOB**

* To ensure that all areas of the treatment centre 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 report all items of faulty equipment to the Housekeeping Manager and ensure their removal from service until repaired.
* To maintain security of the treatment centre whilst working.
* To contribute generally to the establishment and development of a quality service

**SPECIFIC AREAS OF WORK**

**DAY TEAM RESPONSABLITIES**

Outpatient department, Reception, Waiting areas, Patient toilets in waiting area, Cafe area, Stores department and Staff toilets

Administration areas, staff lounge, Physiotherapy, ward - bedrooms and bathrooms, clean and dirty utility room, nurses station, patient lounge and corridor and stairwells.

**NIGHT TEAM RESPONSIBLITIES**

X-Ray department, Outpatient Department, Administration Areas, Service and Patient lifts, Medical records and Conference room.

**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

**Health and Safety**

As an employee of Practice Plus Group Ltd, 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 treatment centre, 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 postholder 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 authorised persons or organisations as instructed.

This list of duties and responsibilities is by 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 understand this Job Description

Name of Postholder …………………………………..

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 |