

NEW VICTORIA HOSPITAL

JOB DESCRIPTION

POSITION INFORMATION
1. Job Details
Post/Title: Housekeeping Assistant
Responsible To: Housekeeping Manager
Accountable To: Chief Executive
2. Job Summary (A brief description of the main purpose of the post)
To work as part of a multi-disciplinary team – showing leadership and flexibility of shared tasks to ensure that we provide the best quality service in a pleasant environment for both staff and patients.
To ensure that a high quality, cost effective service is delivered to patients and staff.
3. Role of the Department (The function of the department in which the post holder works)
To ensure high standards of cleanliness in all areas of The Hospital (excluding Theatres – there is a designated Housekeeping Assistant for Theatres who carries out all theatre cleaning) in accordance with Infection Control Standards.
4. Key Working Relationships (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)
<ul style="list-style-type: none">• Housekeeping Manager• Patients and their visitors• Nursing Team• All other employees
5. Duties and Responsibilities of the Post
<ul style="list-style-type: none">• To carry out cleaning schedules as stated for the appropriate shift and in accordance with the Housekeeping policies and procedures• To carry out all duties in accordance with the Infection Control Policy• To carry out all duties in accordance with the Manual Handling Policy• To use the correct cleaning processes in accordance with the manufacturer's recommendations.• To be aware of security in the work place at all times.• To maintain good working relationships with all members of the Housekeeping Department, working positively to develop a cohesive team.• To participate in the departmental training programmes.• To assist in the orientating of new staff (either permanent, bank or agency) to the department, providing help and support with general procedures.• To avoid any behaviour which discriminates against patients/relatives, visitors,

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employees or potential employees on the grounds of their sex, race, ethnic or national origins, colour, disability, religion or belief, sexual orientation or age.

INDIVIDUAL RESPONSIBILITIES

6. General

The post holder is expected to:

- Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies
- Understand and incorporate the organisational values into daily working practice:
 - Compassionate
 - Exceptional
 - Ethical
 - Evolving
- Attend mandatory training as identified by the Hospital
- Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning
- Work as part of a team and collaborate with colleagues
- Ensure good communication links are established with all other departments within the hospital
- Maintain a high level of security awareness

7. Health and Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

8. Risk Management

All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken.

9. Confidentiality and Information Governance

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Hospital's Information Security policy.

The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant.

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10. Equality and Diversity

Employees are responsible for ensuring that they assist in the implementation of this the Hospital's Equality and Diversity policy by:

- Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact.
- Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management.

11. Infection Control

It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas.

12. Safeguarding Children and Vulnerable Adults

It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk.

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications	-	<ul style="list-style-type: none">• Intermediate Schooling Certificate or equivalent
Knowledge	-	<ul style="list-style-type: none">• Infection control standards
Experience	-	<ul style="list-style-type: none">• Similar healthcare experience
Skills and aptitude	<ul style="list-style-type: none">• Good interpersonal skills and ability to deal sensitively with patients, and communicate effectively with other staff.• The ability to work within a team.• Mature and flexible attitude to responsibilities.• A common sense approach.	