

FAIRFIELD INDEPENDENT HOSPITAL

JOB DESCRIPTION

JOB TITLE:	Housekeeper (Evening)
DEPARTMENT:	Hotel Services
BAND:	A
HOURS:	25 per week Monday to Friday
CONTRACT:	12-month temporary
RESPONSIBLE TO:	Hotel Services Manager
ACCOUNTABLE TO:	Hospital Services Director

Job Summary

To assist in ensuring that all areas within the Hospital (specifically ground floor areas) are kept clean and that the environment is properly maintained.

To work flexibly across a range of duties and areas and provide a high quality, patient and department focused service and to liaise with relevant departments and team members.

Role & Responsibilities

Daily

To monitor the Hospital environment in terms of cleanliness and maintenance, reporting any non-conformance to the Hotel Service Manager.

To ensure action is taken to correct any shortcomings eg maintain supplies to correct storage areas.

To assist in maintaining a clean environment by routine cleaning of all areas to include:- clinical, public and patients rooms applying the correct use of the Microfibre cleaning system. Cleaning of spillages promptly.

As required to provide cover

Assist in the service of meals, beverages and water to patients and visitors.

Ensure that patients have access to drinks at all times (unless restricted by clinical need).

Ensure patients are aware of catering facilities in relation to ward kitchen facilities and have access to Menus and Information Folders.

Cleaning of sanitary fittings and equipment on a daily basis as per rota.

Undertake Safe Assured Catering checks – date labelling items, fridge temperature awareness.

Report any concerns about patients to Ward Sister.

Ensure Ward stock is unpacked, monitored and rotated according to date.

To undertake any other duties commensurate with this post in agreement with manager.

The above list is not exhaustive but reflects main duties of the post. It will be reviewed annually to respond to the changing needs of the service, in consultation with the post holder.

Additional responsibilities

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Infection Control

All staff will adhere to infection control policies and procedures at all times.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000 and to:

All employees must act in ways that support equality and diversity and recognizes the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Smoke-free Policy

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description does not form part of the Contract of Employment.

Name of Postholder:
Signature of Postholder: