



HOSPITAL SERVICES

HOUSEKEEPING / LAUNDRY ASSISTANT

PSE GRADE A

JOB DESCRIPTION

JOB SUMMARY:

The housekeeping team carries out a wide range of duties and responsibilities within the Hospital Services environment which encompasses the provision of housekeeping and laundry services.

The successful applicant will be responsible for ensuring high levels of cleanliness whilst providing a housekeeping service that is non-intrusive and aids in the comfort and recovery of all service users, whilst observing best practice and procedures.

Service delivery is between the hours of 06.30 and 19.30, however, the team provides services outside of these core hours as demand requires.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. The post holder will be required to carry out cleaning duties in all areas of the Hospital Services as well as bed making as directed by Supervisors.
2. Undertake all ward based kitchen duties as necessary.
3. Follow the work schedules and service level agreements specific to each Department/Ward area.
4. Perform duties using the correct method, equipment and materials for the task.
5. Work within the Laundry department as required.
6. Ensure your own personal safety as well as that of other members of staff, service users and public by following Health and Safety procedures.
7. Maintain a clean and hygienic appearance and comply with dress code policies.

8. Follow the department COSHH (Control of Substances Hazardous to Health) policies and procedures.
9. Adhere to Infection Prevention and Control policies, procedures and best practice as specified by the States of Guernsey.
10. Wear PPE (personal protective equipment) as directed by Management or supervisors.
11. Ensure all cleaning equipment and materials are used safely according to Health & Safety, departmental policies and procedures.
12. Follow the Housekeeping/Laundry Department's policies, copies of which are kept in the Housekeeping Department.
13. Attend all mandatory and departmental training programmes organised by the Department, and States of Guernsey as required.
14. Ensure an acceptable level of personal conduct and department and adhere to organisational policies.
15. The Housekeeping & Laundry Assistant will be required to work across all Hospital Services sites as directed to meet business demand.

This job description gives an outline of the duties which the post holder will be expected to undertake, but they are not intended to be comprehensive, as other duties may arise from time to time. The job description will also be subject to review annually or when the current post holder leaves the service to ensure it reflects the current duties and responsibilities of the post holder.

Comply with the principals contained in the Data Protection (Bailiwick of Guernsey) Law 2001 concerning improper disclosure, misuse or breach of confidentiality in respect of information held on computer systems or otherwise.

KEY CRITERIA:

ESSENTIAL

1. Good physical fitness relevant to manual work required within the Housekeeping /Laundry setting.
2. Experience of working as a committed team member with proven ability of being adaptable and flexible in the approach to varying workloads.
3. The ability to work with the minimum supervision and meet deadlines.
4. Good verbal skills with proven ability to communicate with a wide range of individuals, experience of working in direct contact with staff and service users.
5. Self-motivated with the ability to work on own initiative as required.

6. Flexible approach to working hours to enable the efficient delivery of the service.
7. A willingness to undertake any and all training as required.

DESIRABLE

8. Valid Driving Licence.
9. Computer literate, word, excel etc.
10. Certificate in food handling and hygiene awareness.
11. Previous experience in a housekeeping/laundry role.