



JOB DESCRIPTION AND TERMS OF REFERENCE

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| JOB TITLE: | HOUSEKEEPING ASSISTANT |
| RESPONSIBLE TO: | HOUSEKEEPING & CATERING SERVICES MANAGER |
| QUALIFICATIONS: | INFECTION CONTROL CERTIFICATE |
| JOB SUMMARY: | To maintain the cleaning standards set by the Hotel Services Manager and infection control sister, throughout the Hospital and staff accommodation. |

Key Duties and Responsibilities

- To carry out cleaning procedures as detailed in the Housekeeping policies & procedures manuals as directed by the Housekeeping & Catering Services Manager.
- To follow the Hospital Cleaning Procedures in the designated work area.
- To carry out Floor Cleaning Procedures as required.
- To order on a twice weekly basis all cleaning materials required to carry out duties and complete consumptions sheets as required.
- To ensure all cleaning equipment and materials are maintained and used correctly.
- On completion of cleaning each room, double check work for accuracy and confirm checking of the room by completing the 'room checked' document and sign accordingly.
- Clean all used equipment at the end of each shift.
- To ensure the Housekeeping store rooms are kept clean and tidy at all times.
- To follow the Hospital Infection Control Policy.
- To follow the Hospital Health and Safety Policy.
- To follow Hospital Policy on personal hygiene and appearance.



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- To have personal knowledge and comply with Hospital Evacuation Procedures.
- After training, to adhere to COSHH Regulations and the Hospital Policy for colour coding for cleaning purposes, including those for special/isolation cases.
- To report to the Housekeeping office punctually at the beginning and end of each shift, and sign the attendance book accordingly.
- To report for duty in clean, correct uniform as per uniform policy, wearing name badge and security pass.
- To liaise with the Housekeeping & Catering Services Manager and follow up any complaints or discrepancies in order to maintain the Hospital's high standards.
- To work in the Linen Room as required:
- To carry out correct procedures for taking delivery of linen, unpacking, checking, counting and issuing of daily clean linen as directed by the Housekeeping & Catering Services Manager.
- To carry out correct procedures for laundry, uniforms, dry cleaning and patients' laundry service as directed by the Housekeeping & Catering Services Manager.
- To carry out the laundry and ironing of Hospital linen and uniforms as directed by the Housekeeping & Catering Services Manager.
- To attend all Housekeeping staff meetings and training sessions, including mandatory updates.
- To report all maintenance faults to the Team Leaders in charge as soon as possible.
- To make beds in patients rooms, as per instructions.
- To maintain a cheerful disposition at all times, with patients and staff.
- To maintain department documentation requested by the Hotel Services Team Leaders.
- Any carry out any other duties commensurate with the profession, which may be allocated at any time by the Housekeeping & Catering Services Manager or Hotel Services Team Leaders.

Other Responsibilities:



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- To provide holiday / sickness cover for cleaning as required.
- To read annually Hospital Health & Safety files, Security and Fire Regulations file.
- To run patients' shower on a daily basis, recording it in the book provided.
- To cover/ work in Theatres/ EKH/ GF as per instruction (night work).
- To clean late discharges/early admissions as per instructions.
- To hand in lost property to the Hotel Services Supervisors/ Ward Managers/ FOH.
- In accordance with the Hospital's Data Protection Policies, staff have a responsibility to maintain the confidentiality of patients and employees records.
- To work night shifts covering theatres or/and all other areas throughout the Hospital as laid out in the weekly job schedule.
- To comply with the Hospital values: Professionalism, Quality, Respect, Safety and Teamwork at all the times.

GENERAL INFORMATION

This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. The post holder is required too undertake any other similar duties, as required by the manager. This job description may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

The post holder will be required to comply with all policies and procedures issued by and on behalf of King Edward VII's Hospital.

CONFIDENTIALITY

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your Manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Code of Confidentiality, GDPR and the Data Protection Act. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

HEALTH AND SAFETY



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Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

RISK MANAGEMENT

You have a responsibility for the identification of all risk which have a potential adverse effect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

EQUAL OPPORTUNITIES

We are committed to being an inclusive organisation and highly value a diverse workforce. As a member of staff at the King Edward VII's Hospital you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others. You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff members are treated equally in line with the hospital's Equal Opportunities Policy