



KING EDWARD VII's  
HOSPITAL

## King Edward VII's Hospital

### Job Description

### Housekeeping Team Leader

<b>Job Title:</b>	Housekeeping Team Leader
<b>Department:</b>	Hotel Services
<b>Responsible To:</b>	Hotel Services Manager
<b>Key Relationships:</b>	Housekeeping Team, Hospital Management, Maintenance Department, HR, Clinical Staff, Other Department Staff, Front of House Teams
<b>Contract Type:</b>	Permanent

---

#### Position Overview:

King Edward VII's Hospital is searching for a dedicated Housekeeping Team Leader to oversee our housekeeping operations. The ideal candidate will possess strong leadership skills and a commitment to maintaining impeccable cleanliness and hygiene standards throughout our hospital premises.

#### Job Summary:

As a Housekeeping Team Leader, you will play a pivotal role in maintaining the highest standards of cleanliness and hygiene throughout the hospital. Your leadership and expertise will ensure that our

housekeeping team delivers top-quality cleaning and sanitation services to create a comfortable and safe environment for our patients and staff.

**Key Responsibilities:**

1. **Coordinate Housekeeping Activities:** Supervise and coordinate the housekeeping team to ensure cleanliness and hygiene standards are consistently met across the main hospital and outpatient departments.
2. **Provide Training and Mentorship:** Train and mentor housekeeping staff on effective cleaning techniques, proper equipment operation, and adherence to safety protocols.
3. **Manage Inventory Levels:** Monitor inventory levels of cleaning supplies and equipment, and initiate requisition orders as needed to ensure uninterrupted service.
4. **Conduct Regular Inspections:** Perform routine inspections of assigned areas to identify and address cleanliness issues or maintenance requirements promptly.
5. **Coordinate with Other Departments:** Collaborate with other hospital departments to schedule cleaning activities, minimising disruption to hospital operations.
6. **Assist with Heavy Deliveries and Equipment Operation:** Support in handling heavy deliveries and operating cleaning machinery such as carpet shampoo machines and scrub machines.
7. **Provide Coverage for Staff Absences:** Ensure coverage for housekeeping porter tasks during staff sickness or annual leave to maintain seamless operations.
8. **Ensure Compliance with Regulations:** Enforce infection control procedures and health and safety regulations to create a safe and healthy environment for all.
9. **Report Maintenance Issues:** Report any maintenance issues or equipment malfunctions promptly to the appropriate department for resolution.
10. **Maintain Accurate Records:** Keep detailed records of cleaning schedules, equipment maintenance, and staff attendance to ensure efficient management of resources.

## Requirements:

- Previous experience in a housekeeping role, preferably in a healthcare setting.
- Strong leadership abilities with excellent communication skills.
- Ability to operate cleaning machinery and perform physical tasks.
- Knowledge of infection control protocols and health and safety regulations.
- Flexibility to work various shifts, including evenings, weekends, and holidays.
- High school diploma or equivalent qualification.

## Person Specification

This person specification outlines the essential and desirable requirements for the Housekeeping Team Leader position at King Edward VII's Hospital

Requirements:	Essential:	Desirable:
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Previous experience in a housekeeping role, preferably within a healthcare setting.</li></ul>	<ul style="list-style-type: none"><li>• Ability to collaborate effectively with other departments to ensure seamless operations.</li></ul>
<b>Leadership Skills:</b>	<ul style="list-style-type: none"><li>• Previous experience in a housekeeping role, preferably within a healthcare setting</li></ul>	<ul style="list-style-type: none"><li>• Experience in training and developing staff members.</li><li>• Ability to identify and resolve cleanliness issues or maintenance requirements efficiently.</li></ul>
<b>Communication:</b>	<ul style="list-style-type: none"><li>• Excellent communication skills, both verbal and written.</li></ul>	
<b>Technical Skills:</b>	<ul style="list-style-type: none"><li>• Ability to operate cleaning machinery such as carpet shampoo machines and scrub machines.</li></ul>	
<b>Physical Fitness:</b>	<ul style="list-style-type: none"><li>• Physically fit and capable of lifting and moving heavy objects.</li></ul>	

<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Understanding of infection control protocols and health and safety regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Keen attention to detail and commitment to maintaining high cleanliness standards.</li> <li>• Ability to adapt to changing circumstances and prioritise tasks accordingly.</li> <li>• Proactive approach to identifying areas for improvement and implementing solutions.</li> </ul>
<b>Flexibility:</b>	<ul style="list-style-type: none"> <li>• Flexibility to work various shifts, including evenings, weekends, and holidays.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

### **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 and the Data Protection Act 1998. 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 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**

As a member of staff at the King Edward VII's Hospital Sister Agnes you have a personal responsibility to ensure that you do not discriminate, harass, 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 your employment, including patients, relatives and staff, are treated equally in line with the Hospital's Equal Opportunities Policy

At King Edward VII's Hospital, we believe in creating an inclusive and diverse workplace where everyone feels respected and valued. We are committed to creating a workplace that is welcoming

and inclusive to everyone, regardless of their race, ethnicity, gender identity, sexual orientation, age, religion, or any other characteristic that makes them unique. We believe that by embracing diversity and fostering inclusion, we will create a workplace that is stronger, more innovative, and more successful.