



# Staff Accommodation Housekeeper – Nobles Hospital

## Manx Care

### What will you do?

The role of the Housekeeper is to ensure the hospital staff accommodation is cleaned to a high standard and work where required as determined by the Accommodation Manager or Hospital Site Manager.

Job Summary:

- On a daily basis the Housekeeper will work as part of a team to ensure all areas of the accommodation are cleaned in accordance with the cleaning schedules and completed/signed as required.
- Ensure that the accommodation environment is cleaned and properly maintained.
- Conduct should be of a positive standard which promotes confidence in the ability of the individual and the service as a whole.
- In conjunction with other members of the Accommodation Housekeeping Team ensure that stores and supplies are maintained at agreed levels, rotated properly and used economically

### What does that involve?

#### Principle Duties

#### 1. Cleaning

In relation to cleaning, the housekeeper will:

- Maintain the agreed cleaning standards in all areas of accommodation
- Carry out spot cleaning when necessary
- Routinely clean internal glass, and other communal areas within accommodation
- Clean, replenish soap, hand towels, gel dispensers, toilet paper etc., as necessary.

#### 2. Training

- The post holder will be required to undertake mandatory training both online and classroom and is responsible for keeping this training up to date. Training includes( but is not exhaustive):

BICS (British Institute Cleaning Standards); GDPR (General Data Protection Regulation); COSHH (Control of Substances Hazardous to Health); Infection, Prevention and Control; Safer Food and Safer Manual Handling

- Attend other in service training as required.

### **3. Health & Safety**

- Adhere to the Hospital Uniform Policy at all times – A uniform should only be worn whilst on duty.
- Be aware and comply with the Health and Safety at Work Act (1974), and Manx Care Health and Safety Policies.
- Take reasonable care for own Health, Safety and welfare, and that of anyone who may be affected by any acts and omissions on the post holder's behalf.
- Comply with audit recommendation's and risk assessments to make the workplace and work practice safer.
- Assist when required to do so, in any risk assessment activity undertaken.
- Be familiar with Manx Care's Infection Prevention and Control Policy ensuring these policies are adhered to at all times.
- Assist in the maintenance of a safe environment by adhering to the principles of cross infection prevention, ensuring general tidiness of the area.
- Report accidents, incidents and near misses and security concerns without any delay as per policy to the Housekeeping Team Leaders.
- Use, clean, store, transport and maintain all Housekeeping equipment appropriately and safely.
- Report all known defects in equipment to Housekeeping Team Leaders as soon as practicable.
- Sign in/out at all times at the start and end of all duties.

### **4. Clinical Governance**

- Report any complaints conveyed to you to the Accommodation Manager.
- Maintain good working relationships with all members of the Accommodation Staff.
- Communicate appropriately and promptly any changes observed in a patients' condition.
- Ensure safe practice and a quality service by working within agreed policies, procedures, standards and strategies.
- Maintain confidentiality, and have regard for staff and patients' privacy, dignity and rights.
- Participate in the audit and monitoring of the accommodation in line with the cleaning schedule and ensure standards are continually maintained and any areas of concern are actioned.

### **5. Miscellaneous**

- The Housekeeper will be expected to attend team meetings during normal working hours.
- The Housekeeper may be required to work on other wards/departments within the hospital at short notice to cover unplanned sickness or to cover planned annual leave.
- Manx Care operates a Non – Smoking policy prohibiting smoking throughout its premises and grounds. Staff are not permitted to smoke whilst in uniform.
- This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

## What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
<b>Credibility</b>		
Commitment to undertake mandatory training	<b>E</b>	CV/Interview
Good standard of English both written and oral	<b>E</b>	CV/Interview
Previous experience of hospital work or in a similar capacity	<b>D</b>	CV/Interview
Experience of working within a housekeeping role	<b>D</b>	CV/Interview
<b>Capability</b>		
Ability to work without supervision	<b>E</b>	CV/Interview
Ability to work as part of a team	<b>E</b>	CV/Interview
Flexibility and adaptability	<b>E</b>	CV/Interview
Good organisational skills	<b>E</b>	CV/Interview
Adhering to GDPR principles including patient confidentially	<b>E</b>	Interview
Ability to work under pressure	<b>E</b>	CV/Interview
Ability to work without supervision	<b>E</b>	CV/Interview
<b>Character</b>		
Friendly, respectful disposition	<b>E</b>	Interview
Reliable and committed	<b>E</b>	Interview
Confident approach	<b>E</b>	Interview
Flexible and adaptable according to the demands of the service	<b>E</b>	Interview
<b>Other requirements</b>		
Isle of Man Worker	<b>D</b>	Application
Physical ability to carry out the requirements of the role including the usage of the scrubbing and buffer machines. High dusting to ceiling level and the lifting and moving of cleaning equipment and accessories.	<b>E</b>	Pre-employment checks
Satisfactory Police Check	<b>E</b>	Pre-employment checks
Clean Full Driving Licence and access to own vehicle	<b>E</b>	Pre-employment checks