job description HOUSEKEEPER

**Duties & Responsibilities:**

* To ensure that MHC fulfils their obligations under the HSWA 1974
* Maintaining high standard of cleanliness throughout the hospital, whilst always respecting the privacy of the patients, with particular regard to patient's bedrooms.
* Carry out a ‘deep clean’ of all patients’ rooms on an ongoing rotational catalogued basis, working in liaison with Nursing/Support staff/Maintenance and patients.
* Launder and iron furniture upholstery/curtains regularly. Report any damage and where possible, repair same.
* Iron patients clothing on a scheduled basis where required.
* Monitor and maintain stock of towels, bed linen. Placing orders as and when necessary in consultation with the Hospital Manager.
* Refuse such as waste bins; food waste etc. is disposed of daily in an appropriate manner taking into account current health and safety requirements.
* Safe use, handling and storage of all COSHH related agents and reporting any maintenance issues.
* Wear appropriate personal protective equipment as provided by MHC such as disposable gloves and aprons for dealing with infected waste or heavy duty vinyl gloves when using cleaning agents.
* Ensure all spillages are cleaned up immediately to avoid slip/trip and fall hazards in the workplace.
* Attend staff meetings and Company training as and when required.
* Any other duties appertaining to, and within the purview of, this post as directed by the Hospital Manager.
* Represent the professional integrity of Mental Health Care within the remit of this post, ensuring that all standards of cleanliness and hygiene are delivered for the benefit of patients and inspectorate standards.
* Be familiar with relevant Mental Health Care policies and practices and ensure that they are adhered to at all times.
* Maintain confidentiality at all times regarding personal, staffing and patient matters.
* Report any suspicions, concerns, or if witnessing any incidents affecting the safety or well being of patients to a senior colleague immediately.

**NOTE: Notwithstanding the detail within the job description, the post holder will undertake such duties as may be determined by the Line Manager from time to time, up to or at a level consistent with the principle responsibilities of the post.**

**ADDITIONAL INFORMATION**

The following supplementary information will form part of your job description.

**Codes of Professional Conduct:**

Staff are required to abide by the all relevant Company policies and procedures and any relevant national / professional Codes of Conduct or Practice.

**Confidentiality:**

Information relating to patients, employees and business of the Company must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Whistleblowing Policy.

**Health & Safety:**

Employees are required to ensure they are aware of, and comply with, policies and procedures relating to Health & Safety (whether statutory or Company), and assist in ensuring the compliance of other staff.

**Equality & Diversity:**

The Company is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

**Policies:**

It is the responsibility of staff to be familiar with Company policies that affect them, and work within the scope set out in them. Managers are responsible for ensuring staff know of, and work within the Company’s policies, procedures and protocols.

***NOTE: Notwithstanding the detail within the job description, the post holder will undertake such duties as may be determined by the Company from time to time, up to or at a level consistent with the principal responsibilities of the post.***

person specification

HOUSEKEEPER

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| **Person Specification – House Keeper/Domestic Assistant** | | |
|  | **Essential** | **Desirable** |
| ***Education & Qualification*** |  | * First Aid certificate * Health & Safety certificate * Manual handling certificate |
| ***Experience & Knowledge*** | * Domestic cleaning experience | * Knowledge of COSHH regulations |
| ***Skills & Abilities*** | * Ability to work under own initiative * Ability to work to agreed plans. * Time Management - ability to work on more than one task at a time. * High degree of organisational skills. * Excellent interpersonal communication and presentation skills. * Ability to maintain confidentiality at all times * Physically fit – the role requires medium to heavy lifting |  |
| ***Personal Attributes*** | * Flexible attitude to work. * Energy, ambition and enthusiasm. * Adaptability and resilience. * Conscientious. * Reliable and Responsible. * Honest. |  |