

Job Description

Job Title:	Housekeeping Assistant
Base:	Central Health Clinic, Salisbury
Grade:	Band 2
Reporting to:	Hotel Services Supervisor

Our Values

Our STAR values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

- Service** We will put our patients first
- Teamwork** We will work together
- Ambition** We will aspire to provide the best service
- Respect** We will act with integrity

Main Purpose of the Job

To carry out a range of cleaning and housekeeping duties to specified standards and infection control requirements, supporting patient care by helping to maintain a safe and hygienic environment for all site users.

Main Responsibilities and Duties

1. To undertake cleaning duties throughout the health care premise, which may include wards, clinical departments, offices, kitchens, sanitary and communal areas.
2. To empty, clean and reline general and clinical waste bins, segregating waste for disposal to appropriate holding bins.
3. To replenish supplies of soap, toilet rolls, paper towels etc.
4. To undertake, as required, preparation of items for meal and beverage service such as the setting of tables, trays and trolleys, and the filling and dishwashing of water jugs – clearing and washing them after use.
5. To arrange furniture and equipment for various classes, clinics and return to normal order after use.
6. To undertake periodic cleaning maintenance of carpets and other floor surfaces and planned and ad hoc curtain changing as required.
7. To maintain departmental records where appropriate, such as refrigeration temperatures, flushing and w/c cleaning forms.
8. To use all cleaning materials in accordance with manufacturers' instructions and departmental procedures, storing safely and securely when not in use.

9. To ensure that all equipment is used and stored in a healthy, safe and clean condition, reporting any defects or failures appropriately.
10. Ensure the department/ward is secured/open for use including activating/de-activating the alarm system where these are fitted.
11. Participate as needed with maintaining access to the site entrances and pathways during inclement weather conditions. (where porters are not present)
12. To occasionally place requisitions/orders and act as point of contact for the department in the absence of a supervisor.
13. To participate in staff induction, training and Appraisal procedures.
14. While on duty to wear the uniform supplied, conforming to the standards of the Trust's Uniform policy and wear/use protective clothing/equipment when appropriate.

Flexibility

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

Person Specification

Job Title:	Housekeeping Assistant
Base:	Melksham Community Hospital

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
STAR Values	We will expect your values and behaviours to reflect the STAR Values of the organisation: Service - We will put our patients first Teamwork - We will work together Ambition - We will aspire to provide the best service Respect - We will act with integrity	
Education, Qualifications and Training	<ul style="list-style-type: none"> General educational level of numeracy and literacy Basic food hygiene knowledge/qualification Basic Health and Safety knowledge/qualification 	<ul style="list-style-type: none"> Control of infection knowledge
Experience	<ul style="list-style-type: none"> Cleaning background 	<ul style="list-style-type: none"> NHS background
Knowledge and Skills	<ul style="list-style-type: none"> Interpersonal communication Ability to follow and convey written instructions/notes Physical skills/abilities to undertake cleaning duties 	
Other Job-Related Requirements	<ul style="list-style-type: none"> Sufficient life experience for required degree of maturity 	<ul style="list-style-type: none"> Previous NHS, public sector or service industry working