

JOB SPECIFICATION



POST TITLE: Housekeeping Supervisor

RESPONSIBLE TO: Hospital Manager

JOB PURPOSE: To manage overall cleanliness and hygiene of the facility.

MAIN DUTIES AND RESPONSIBILITIES:

1. Promote and ensure the good reputation of the Hospital. To maintain and demonstrate a positive attitude towards clients, staff and others.
2. Prioritise work.
3. To demonstrate non-discriminatory practice in all aspects of work.
4. Involvement in creating and maintaining cleaning regimes - daily, weekly, periodically etc. for the Hospital (excluding kitchen for which Chef has responsibility).
5. To support the development of the process, practices and delivery of My Path.
6. To supervise and guide domestic staff team, ensuring all areas of the hospital are cleaned on a daily basis.
7. Ensure that equipment is clean and well maintained.
8. Complete monthly stock sheets.
9. Liaise with the Hospital Manager/supplier when ordering cleaning products, report on their effectiveness as well as undertaking monthly stock checks and ensuring safe storage.
10. Ensure that the following are carried out:
 - i. Thorough cleaning of all areas of the Hospital, excluding those maintained by the Kitchen Staff; safeguarding risk assessment / safety of workplace.
 - ii. To ensure cleaning schedule is maintained and documented evidence is completed.
11. Undertake any necessary training including COSHH/Mandatory training etc.
12. Report immediately to the Hospital Manager any illness of an infectious nature or accident incurred by a Client, Colleague, self or another.
13. Notify the Hospital Manager as soon as possible of the inability to work, and also on return to work, from all periods of absence.
14. Maintain complete confidentiality of all matters concerning the Hospital, Clients, Staff and related work.

15. To ensure quality targets are set in accordance with agreed standards.
16. Participate in Staff and Client meetings and attend training sessions as required.
17. Participate in agreed systems of approved and individual performance review in the role of the employee.
18. Understand and ensure the implementation of the Hospital's Health and Safety Policy, Emergency and Fire Procedures.
19. Report any faulty appliances, damaged furniture or equipment and any potential hazard to the Maintenance Operative and Hospital Manager.
20. Ensure the security of the Hospital is maintained at all times.
21. Adhere to all Group policies and procedures within the defined timescales, NCSC Standards and Guidelines and Regulations, Department of Health guidelines and Legislation, including the Mental Health Act and Code of Practice.
22. In emergencies, details should be given to both the Hospital Manager and Head of Care as soon as possible.
23. Undertake other duties, as required, by the Head of Care or Hospital Manager.

PERSON SPECIFICATION

For new appointments, a selection panel will assess each of the points below against what you have written on the application form – so, as a job applicant, you should explain, by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.

To do this job effectively a person will need:-

Knowledge

1. Knowledge of COSHH
2. Knowledge of Electrical Cleaning Equipment
3. Understanding and demonstration of personal hygiene

Skills

4. Basic literacy
5. Communication skills
6. Team working
7. Able to use own initiative

JOB SPECIFICATION



- 8. Team Player
- 9. Positive approach
- 10. Ability to assist patients with daily living skills
- 11. Ability to maintain confidential information.
- 12. Comfortable with patient contact.

Qualifications

Desirable

- 13. COSHH training
- 14. Health & Safety training

Experience

- 15. Housekeeping/domestic work within residential care environment.
- 16. Previous managerial experience

This Job Description indicates the main duties and responsibilities of the post and it is not intended as an exhaustive list.

Please add signature and date indicating acceptance of this Job Description.

JobholderSigned Date:

ManagerSigned Date: