

## Job description

<b>Post</b>	Housekeeper
<b>Salary</b>	Band 2
<b>Responsible to</b>	Housekeeping Supervisor
<b>Accountable to</b>	Facilities Manager

## Job summary

Performing cleaning duties according to cleaning schedules, agreed practices and protocols as guided by the supervisory team. To undertake these duties across the whole hospital site in both clinical and non-clinical areas. Working to the Trust standards, protocols and guidelines ensuring a clean and safe environment in line with the National Standards of Cleanliness (NSC) in the NHS.

## Key working relationships

Housekeeping Supervisors and clinical staff

## Organisational structure

## Main duties and responsibilities

1. Carry out cleaning tasks that meet National Standards of Cleanliness (NSC) in the NHS guidelines in clinical and non-clinical areas.

These duties will include:-

- Empty and clean waste bins
- Clean bathrooms/shower rooms/toilets, sinks and taps
- Clean doors and fittings
- Low dusting (ledges, sills, shelves)
- High dusting including curtain tracks
- Clean mirrors and internal glazing
- Clean radiator/covers
- Dust switches, sockets, data points, medical gas cylinders and stands
- Dry and wet mop floors or vacuum carpeted flooring
- Clean bedside and visitor chairs and bedside lockers
- Clean over bed tables
- Clean outside patient fans
- Clean wall mounted hand wash/sanitizer containers
- Clean patient kitchen, dishwasher, microwave, outside cabinets, work surfaces
- Clean fridge and record temperature twice daily
- Replenish consumables and ensure safe/secure/hygienic storage of cleaning materials at ward level
- Check curtains, hang/replace as required or to schedule
- Dust ceiling lights and walls
- Clean beds - lower frames
- Machine clean floors

- Deep clean beverage trolley. Clean and descale water boilers, ice machines
- Descale and flush taps and shower heads recording compliance
- Use cleaning chemicals in accordance with manufacturers instructions
- Lone working duties as required

*(This list is not an exhaustive but indicative of housekeeping duties)*

### **Communication**

1. Communicate with patients/visitors, reporting any concerns to the nurse in charge.
2. Communicate and relate relevant information to members of the ward team and supervisory staff.
3. To report maintenance requests to the nurse in charge, departmental head and/or Housekeeping Supervisor.

### **Management and Personnel**

1. To participate in the Trust's performance review process.
2. To be committed to developing and maintaining own skills and qualifications and assist in the training and development of others in the team.
3. Assist in the development of new staff. Instructing new recruits as required in order for them to achieve the desired levels of competence.

### **Financial Management**

1. Ensure correct stock rotation of food in ward kitchens and correct storage procedures in accordance with food hygiene regulations.
2. To order food stock for the patient kitchen.
3. Order supplementary cleaning materials as required.

### **Risk Management**

1. To report all accidents/incidents, complaints, Health & Safety hazards, defects to the supervisory team.
2. Follow all guidance and procedures relating to Healthcare Associated Infection to ensure their safety and that of others, to prevent the spread of infection.
3. Carry out checks of electrical cleaning equipment before use, identifying and reporting defects immediately.
4. To carry out personal risk assessment of all tasks.

5. To recognise and report any/potential food contamination risks, and/or violations of food hygiene regulations in the ward kitchen to the nurse in charge and/or your supervisor.
6. To understand own responsibility for health & safety in the workplace and ensure that you operate in a safe manner.

### **Training and Education**

1. Attend mandatory and statutory training as required; proactively ensuring that refresher training is undertaken within expected timescales.
2. Attend Infection Control training ensuring that knowledge and training is up to date, relevant and practice reflects training received.
3. Attend COSHH training and apply principles in every day practice.

### Statutory and miscellaneous

- Any other duties commensurate with the grade and in line with the requirement of the post. This post is subject to the terms and conditions of employment of Kettering General Hospital NHS Foundation Trust.
- To be aware of the responsibility of all employees, to maintain a safe and healthy environment for patients, visitors and staff.
- To ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Equal Opportunities Policy.
- To have a commitment to identifying and minimising risk, report all incidents and report to manager any risks, which need to be assessed.
- Note this position involves access to children and/or vulnerable adults as defined by the Criminal Records Bureau. It will therefore be necessary to apply to the Criminal Records Bureau for a discloser check. This post requires a satisfactory disclosure check of the applicant.

### Confidentiality, Data protection and data quality

It is a requirement of employment within Kettering General Hospital NHS Foundation Trust that all staff must comply with the obligation of confidentiality to personal identifiable information. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to uphold the principles of the Act, adhere to Trust policies and to maintain strict confidentiality at all times.

Under the fourth principle of the Data Protection Act (1998), all data collection staff have a responsibility to ensure that personal data is accurate. The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and integrity in the recording of the Trust's data.

### Safeguarding Children & Vulnerable Adults

KGH is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

## Our story

### Our Vision

To provide safe, high quality  to our communities.

### Our Aim

We believe that the highest quality of care is achieved by working together and demonstrating that we CARE in everything we do.

### Our Communities

As a local hospital, we see ourselves as invested for the long term, friendly and personal. We consider our patients, our staff, our stakeholders and partners to be part of the KGH family and we want everyone who interacts with us to be able to see and feel that KGH CAREs about them.

### Our Personality

As a hospital we are warm, knowledgeable, kind and welcoming.

### Our Values

We are:



**Compassionate** - means we take the time to be empathetic and open: treating each other and our patients as individuals that matter

**Respectful** - means we value the experience and contribution of others: respecting others' thoughts, feelings, beliefs and behaviours



**Accountable** - means taking responsibility and ownership, individually and collectively, for our decisions and actions

**Engaging** - means asking for and listening to the opinions of others and facilitating an open environment for dialogue

in all we do.

### Our Promise

- Always working together
- Always there for you
- Always caring for you
- Always improving
- Always having the courage to do the right thing

### Benefit to patients

- I am treated as a person with compassion and competence
- I am heard and communicated with
- Everyone is committed and involves me in my care
- I am kept safe, comfortable and my environment is tidy
- My care is seamless

This makes us confident to be able to say: "I CARE and We will CARE, together"