

Job Description

Job Title	Housekeeper (Generic)
Department	As Advertised
Division	As Advertised
Band	Band 2
Reporting To	Ward or Department Manager
Job Reference	J2272

▪ Role

To maintain a high standard of cleanliness of all nursing equipment, both in use on the ward and in store.

To ensure all equipment in good working order at all times and report appropriately if not. Maintain Health and Safety in the workplace.

To order and maintain an appropriate stock supply of consumables to unit.

▪ Key Responsibilities, Duties and Key Tasks

- To work as part of a team to promote high standards of care to patients and their families.
- Acting as an initial point of contact with patients, relatives and visitors providing advice as appropriate and escalating issues to appropriate staff.
- Maintain stock levels of disposable and non-disposable items.
- Order stock items via oracle/telephone/hospital supply systems
- Provide support and information on the safe use of equipment and products as appropriate.
- Ensures the maintenance and cleanliness of hospital equipment in line with COSHH regulations.
- Support ward staff with serving food and drinks as required.
- Maintain supplies and specialist equipment; reporting any broken or faulty equipment to EBME or the Works Department as appropriate and inform the manager.
- Perform clerical tasks, including answering the telephone and those involving information technology.
- Assist new starters with IT set up
- Maintain Health and Safety folder, ensuring all risk assessments are in date, escalating when near or out of date
- Maintain confidentiality of patients and their families.

Person Specification

Qualifications, Specific Experience & Training	Essential	Desirable	Measure
<ul style="list-style-type: none"> NVQ Level 1 in a relevant subject or equivalent 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
<ul style="list-style-type: none"> Previous experience in an NHS acute hospital 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
<ul style="list-style-type: none"> Previous experience of the Cerner Millennium information system 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
<ul style="list-style-type: none"> Good keyboard and computer skills 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form

Knowledge and Skills	Essential	Desirable	Measure
<ul style="list-style-type: none"> General awareness of Health and Safety and COSHH regulations and processes. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
<ul style="list-style-type: none"> Good verbal communication skills 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
<ul style="list-style-type: none"> Good time management and organisational skills 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
<ul style="list-style-type: none"> General awareness of Food Hygiene regulations and processes. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form

Personal Attributes	Essential	Desirable	Measure
<ul style="list-style-type: none"> Self-motivated and enthusiastic 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
<ul style="list-style-type: none"> Sensitive and empathic 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
<ul style="list-style-type: none"> Polite and friendly manner 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
<ul style="list-style-type: none"> Ability to work as part of a multi-disciplinary team. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form

Organisation Chart

