



HOSPITAL SERVICES

DOMESTIC ASSISTANT

PSE A

JOB DESCRIPTION

JOB SUMMARY:

Primarily, the post holder will cover the duties of permanent members of staff by undertaking domestic cleaning duties, or other related duties as may be required by the Domestic Supervisor, or her deputy. The post also includes an element of kitchen assistant duties. The successful applicant will also be expected on completion of training, to act as a relief laundry assistant as and when necessary.

Domestic duties will include the cleaning of all clinical and non-clinical areas within the hospital and associated facilities.

All duties shall be undertaken in accordance with documented policies and procedures.

The post holder will report and be accountable to the Domestic Supervisor. They will be responsible to the Hospital Administrator.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To undertake the duties of Domestic Assistant.
2. To undertake such cleaning duties as may be required in ward, clinics, office and other areas, to a high standard, using the equipment provided, and following infection control procedures.
3. To undertake duties as Kitchen Assistant.
4. To undertake duties as relief Laundry Assistant.
5. To undertake all duties to the prescribed standards.
6. To be willing and able to work flexible shift patterns.
7. To maintain a clean and hygienic appearance, ensuring that all protective clothing is worn as necessary.

8. To ensure that all materials, chemicals, and equipment are used safely and securely according to manufacturers instructions.
9. To ensure compliance with the Safety Policy, Infection control manual and any States of Guernsey policies.
10. To ensure compliance the food hygiene policies and procedures when working in the kitchen.
11. To attend a three day Guernsey based induction programmes and participate in training as required.

This job description gives an outline of the duties which the post holder will be expected to undertake, but it is not intended to be comprehensive as other duties may arise from time to time. It will be subject to review to ensure that it reflects the current duties and responsibilities of the post holder.

KEY CRITERIA:

1. Enjoy being part of a team providing an important element of hospital services.
2. Have pride in their work.
3. Demonstrate a good level of physical fitness so as to be able to perform all duties to a high standard, which will include working at low and high levels.
4. Have a good understanding for the need of a high level of confidentiality.
5. Have a flexible approach to shift patterns and to be able at times to work additional hours.
6. Have the ability to cover a wide range of duties. (Domestic, laundry, & kitchen).
7. Have a pleasant personality.
8. Be able to communicate effectively and pleasantly with all staff and service users.