



MIGNOT MEMORIAL HOSPITAL

GENERAL MAINTENANCE HANDYPERSON

PSC GRADE C

JOB DESCRIPTION

JOB SUMMARY :

The post holder is required to be responsible for the maintenance and upkeep of the Hospital.

To undertake a variety of general maintenance and repairs to Hospital equipment and building fabric, as requested by, and under the supervision of the Hospital Maintenance Engineer. To assist with delivery and collections of goods and services, including lifting and handling of equipment as required.

RELATIONSHIPS:

REPORTS TO &

ACCOUNTABLE TO: Hospital Maintenance Engineer

RESPONSIBLE TO: Lead Nurse, Mignot Memorial Hospital

MAIN DUTIES AND RESPONSIBILITIES:

- To undertake the general maintenance of basic Hospital equipment, and Hospital buildings as requested by, and under the supervision of the Hospital Maintenance Engineer.
- To assist the Hospital Maintenance Engineer as required with deliveries, collections and handling of goods and services for the Hospital.
- To carry out internal and external decorating and painting tasks to the Hospital, staff accommodation and out-buildings.
- To act as Hospital porter, including assisting with the transportation of deceased patients to the mortuary.
- To be responsible for the general organisation and stock control of the Hospital's general stores.
- To be responsible for the collection and delivery of Hospital goods and supplies from the airport and harbour.

- To transport to and from the airport HSC visitors to the Hospital when required.
- To carry out such work as requested by the Hospital Management.
- To ensure that all materials, chemicals, and equipment are used safely and securely according to manufacturer's instructions.
- To ensure compliance with the HSC Department's Health and Safety Policy, Infection control manual and any departmental policies.
- To participate in training and induction programmes as required including mandatory training.

KEY CRITERIA:

1. Have experience and can demonstrate their ability and skills in building maintenance, painting and decorating and have the ability to undertake a wide range of skills generally.
2. Have a good level of personnel fitness, for physically demanding aspects of post.
3. Be able to work unsupervised and under own initiative.
4. Be able to communicate effectively with staff and service users in a pleasant and approachable manner.
5. Have a good understanding for the need of a high level of confidentiality.
6. Have a clean driving licence.

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.