

JOB DESCRIPTION

JOB TITLE:	Housekeeping Assistant (Bank)
CLINICAL UNIT:	Housekeeping
BASE:	The Portland Hospital for Women and Children
MANAGED BY:	Housekeeping Supervisor
ACCOUNTABLE TO:	Housekeeping Manager

HOSPITAL PROFILE

Internationally renowned for clinical excellence, The Portland Hospital is the only independent hospital in the UK entirely dedicated to women and children. Our inpatient and outpatient specialties reflect this, providing clinical expertise in Paediatrics, Obstetrics and Women's Health.

The hospital has been consistently growing over the past few years, almost doubling since 2008.

Our Paediatric wards hold 56 inpatient beds + 11 day case and are equipped with the latest technology to provide advanced medical and surgical care, including a Paediatric Intensive Care Unit which reflects the acuity and complex nature of the children who are admitted to our hospital. The Portland Hospital has a large number of international Paediatric patients, often funded by relevant embassies.

The Portland Hospital is the only fully private maternity hospital in the UK. The hospital provides for both consultant-led and midwifery-led deliveries, having an 18 bedded ward to facilitate this. Alongside this there is a 12 bedded Gynecology and Women's Health in-patient ward. The Portland Hospital also has a large outpatient department for all areas of its clinical expertise, to facilitate continuous care or simpler procedures.

The culture at The Portland Hospital is to provide support, an inspiring environment and positive ways of working to ensure everyone has a better day. This is accomplished through our core set of 'Positively Portland' values that all employees will work to:

Greetings, Respect, Teamwork, Initiative, Responsibility and Acknowledgement

JOB SUMMARY

To assist in providing a high quality housekeeping service to all areas, ensuring standards of cleanliness and hygiene are achieved

MAIN DUTIES AND RESPONSIBILITIES

- To clean common areas, patient rooms and bathrooms to the required standards
- To liaise with staff to ensure patients needs are met
- To work within infection control guidelines when involved with isolation/barrier nursing areas
- Check and report any equipment faults
- Replenish linen and toiletries, etc as directed
- Maintain stocks of clean linen
- Report any complaints from patients, visitors and staff to supervisor
- Follow and complete work sheets
- Wear correct uniform and ensure a smart appearance at all times
- To work safely, adhering to health and safety guidelines
- To be courteous and polite to patients, visitors, staff and colleagues, at all times

KNOWLEDGE AND UNDERSTANDING

- Previous housekeeping/cleaning experience within similar environment desirable
- Knowledge of relevant hospital policies and procedures
- Health and safety training
- Lifting and handling

RISK AND RESPONSIBILITY

- Maintain confidentiality at all times
- To meet the cleaning and hygiene standards
- To carry out duties in line with health and safety policies and procedures
- To complete worksheets accurately
- To recognise and report faulty equipment
- To maintain a clean and tidy appearance

SKILL AND EFFORT

- Good verbal communication skills
- Flexibility to respond to the needs of the department
- Good team player
- Customer care skills
- Punctuality

The successful candidate will be expected to work unsupervised and also be able to work a night shift once a month. The timings are as follows:

- 06:00 – 14.30 (Monday to Sunday on a rota shift system)
- 09:00 – 17.30 (Monday to Saturday)
- 13:00 – 21:30 (Saturday and Sunday)

ADDITIONAL INFORMATION/POLICIES

The post holder will have access to confidential information, which may only be disclosed to parties entitled to receive it. Unauthorised disclosure is a disciplinary offence in accordance with the HCA International Confidentiality and Security Agreement.

The Portland Hospital is a regulated organisation and as such, all post holders must have their criminal record checked. You will be asked to declare any criminal convictions during the application process and if you are the preferred candidate for the post an enhanced CRB record check will be made by HCA International.

The Portland Hospital is a dynamic organisation; therefore this job description maybe subject to change in accordance with the service provision of the ward and The Portland Hospital. Any proposed amendments to reflect or anticipate changes to the post will be amended in consultation with the postholder.

Employee:

I agree that the attached job specification has been discussed with me and that I understand my primary responsibilities within this role.

Name: _____

Signature: _____

Date: _____

Manager/HR:

Name: _____

Signature: _____

Date: _____