HOLBEACH AND EAST ELLOE HOSPITAL TRUST

**JOB DESCRIPTION**

Job Title Housekeeper

Accountable to Manager

Reports to Nurse in Charge

Job Summary The Housekeeper is responsible for maintaining a satisfactory standard of cleanliness of all areas of the Hospital.

Duties and Responsibilities

1. Keeping all areas of the establishment, including toilets, clean and tidy. This includes washing, dusting, polishing, vacuuming and sweeping as appropriate
2. Ensure that all cleaning equipment/materials are maintained in a safe and efficient working condition. Where an item of equipment requires repair, this should be reported to the Maintenance Engineer.
3. Ensure that the Manager is aware of the cleaning materials required for the satisfactory performance of the duties
4. To undertake such duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside the general scope of the post will only be required with the further agreement of the post holder
5. To respect the individual right of each client to confidentiality
6. To be aware of and understand the importance of the following policies:
   1. Fire precautions and procedures
   2. Control of infection
   3. Care of Service Users’ property
   4. Accidents/untoward incidents to the Service Users, Staff and Visitors
   5. Health and safety at work which include maintaining a safe environment for patients, residents, staff and visitors by using the appropriate warning cones and tools provided, as well as being familiar with COSHH and its location