

**THE DOROTHY KERIN TRUST
JOB DESCRIPTION**

JOB TITLE	Housekeeping Assistant, Part-Time (Outpatients based)
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DEPARTMENT	Hospitality
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JOB PURPOSE	To maintain a high standard of cleanliness. To provide a comfortable, clean and friendly environment for patients, guests and staff.
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REPORTS TO	Hospitality and Catering Lead.
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RESPONSIBLE FOR	N/A
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KEY RELATIONSHIPS	Hospitality team members
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KEY DUTIES AND RESPONSIBILITIES

- General cleaning in all areas of the Outpatients Department, including Hydrotherapy Pool area.
- To ensure that a high standard of cleanliness is maintained and in compliance with infection control procedures and all legislative requirements.
- To liaise with line manager to report on any issues or defects.

OTHER

- The Job Description is intended to provide a broad outline of the role. The job holder may be required to carry out other duties as the role develops or to provide cover for colleagues where appropriate. In certain circumstances the nature of the job may be changed due to new working practices. The job holder will be expected to accept any necessary training that results and to take on the changes requested.
- It is essential that the job holder reads the Health & Safety Policy as laid down by the Trust and is responsible for being fully conversant with those aspects of the "Health & Safety at Work" Manual which are appropriate to their particular department.
- It is a requirement of the Trust that all employees undertake all mandatory training specified for their role.
- All key tasks to be carried out to the standard required by current legislation, and in accordance with any changes in legislation that may ensue in the future.

ADDITIONAL INFORMATION	
Salary	£9.33 per hour.
Hours of Work	10 hours a week (2.5 hours a day, typically between 16:30 and 19:00), worked over 4 days. This will either be Sun, Mon, Tues, Weds, or Weds, Thurs, Fri, Sat.
Holiday	5.6 weeks per calendar year including 8 bank and public holidays (pro rata for part-time working). The holiday year runs from 1 February to 31 January. An additional one day of holiday will be awarded following 5 years continuous service (pro rata for part-time working).
Pension Scheme	The Trust operates a contributory Qualifying Workplace Pension Scheme.
Uniform	Black trousers (not jeans). Black/White T-shirt. Footwear must be black low-heeled shoes of sturdy material with a non-slip sole. (Open-toed or open-backed footwear is unsuitable). Disposable aprons will be provided.
Probationary Period	3 months
Notice Period	1 week on either side during probationary period. 1 month on either side following successful completion of probationary period.

It is essential that all applicants respect the Commission, Mission, Approach and Values of the Trust as shown on the application form.