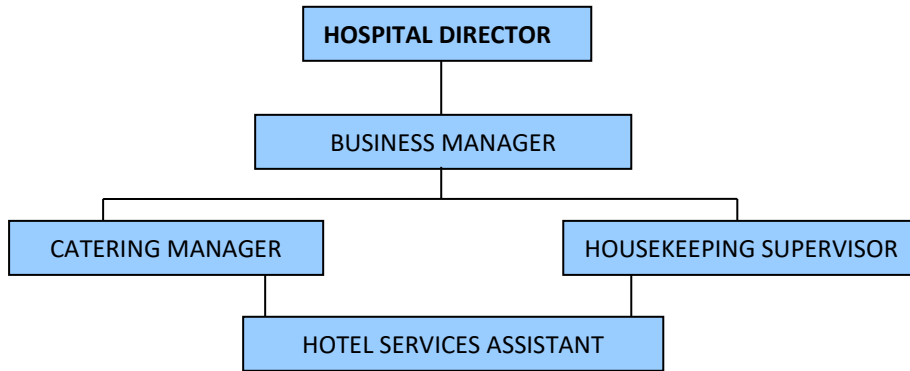


**JOB DESCRIPTION**

**JOB TITLE:** : **HOTEL SERVICES ASSISTANT**  
**QUALIFICATIONS** : **BASIC HYGIENE CERTIFICATE**  
**RESPONSIBLE TO:** : **CATERING MANAGER/HOUSEKEEPING SUPERVISOR**  
**LINE MANAGER:** : **BUSINESS MANAGER**  
**ACCOUNTABLE TO:** : **HOSPITAL DIRECTOR**



**PRINCIPAL RESPONSIBILITIES:**

To work as part of a team providing a high quality, varied Housekeeping service to patients, consultants and staff, working at all times within the guidelines laid down in the Company Policy.

**PRINCIPAL DUTIES – HOUSEKEEPING:**

1. To ensure that all required cleaning tasks are completed, as required by the shift. This may include washing, vacuuming, cleaning, polishing, dusting and sweeping.
2. To ensure that all areas of the hospital are presented to a high standard for patients and visitors.
3. To undertake ad hoc cleaning duties around the hospital.

**PRINCIPAL DUTIES – CATERING:**

1. To be responsible for keeping waiting rooms & staff dining room clean and tidy.
2. To ensure all patients’ meals and beverages are correctly received and collected when finished.
3. To take daily recordings of food temperatures and keep records.
4. To be responsible for ordering of patient meals and to maintain an effective system of communication with the Kitchen and Nursing Staff with regard to patients’ dietary requirements.
5. To be responsible for ordering all provisions from main kitchen to keep the kitchenette stocked as required.
6. To participate in the cleaning of the kitchen/kitchenette and associated areas.

**GENERAL:**

1. To maintain high standards of hygiene and to have a complete understanding and awareness of the statutory food regulations as laid down in the Company Policy.
2. To ensure that all equipment is kept in a clean, safe, workable condition and to report any maintenance requirements immediately to the Catering Manager/Housekeeping Supervisor.
3. To assist with the preparation and service at special functions as and when required.
4. To work as part of a team whose responsibility is providing a high standard of service to patients.
5. To work within the Health & Safety guidelines set out in the Company Policy.
6. To undertake any other duties as designated by the Business Manager/Catering Manager/Housekeeping Supervisor/Hospital Director/Clinical Services Manager.
7. To be familiar with all the Health & Safety policies pertaining to the Hospital. All staff will be expected to attend training on Health & Safety and food hygiene.
8. To provide a safe environment for the safety and welfare of patients and staff by complying with:-
  - a. Health & Safety At Work Act
  - b. Fire Prevention and Management
  - c. COSHH
9. To participate in the hospital annual appraisal scheme.
  - To be aware of and comply with all Hospital policies and procedures
  - To adhere to all matters relating to Health & Safety
  - To participate in all hospital wide Quality Assurance initiatives

**THIS JOB DESCRIPTION IS NOT EXHAUSTIVE AND THE EMPLOYEE WILL BE EXPECTED TO UNDERTAKE OTHER DUTIES FROM TIME TO TIME WITHIN HIS/HER CAPABILITIES.**

**THIS JOB DESCRIPTION WILL BE SUBJECT TO ANNUAL REVIEW IN LIGHT OF DEVELOPMENTS WITHIN THE SERVICE IN CONSULTATION WITH THE POST-HOLDER.**

Signed: \_\_\_\_\_ (Post Holder)

Signed: \_\_\_\_\_ (Manager)