

Position Description | Housekeeper

REPORTING	
Reports To	Administration Support Team Leader Charge Nurse IPS in the absence of the Administration Support Team Leader
Direct Reports	None

PURPOSE
To provide a hygienic, clean, tidy environment in Kensington Hospital and assist with linen, mail distribution and other general support duties.

SKILLS	
Essential Skills	Highly Desirable Skills
<ul style="list-style-type: none"> Ability to work unsupervised Excellent communication and interpersonal skills Take pride in your work Adaptable and approachable 	

KEY RELATIONSHIPS	
Internal	<ul style="list-style-type: none"> Support Services Team, Clinical Team
External	<ul style="list-style-type: none"> Cleaning and food service contractors, various service providers

KEY ACCOUNTABILITIES

Housekeeping	<ul style="list-style-type: none"> • Maintains cleanliness in all lunchrooms throughout Kensington Hospital. • Carries out mail distribution services. • Sorts linen and distributes as indicated as per Kensington Hospital Infection Control guidelines • Distributes milk and ensures that tea, coffee and basic cleaning supplies are available in all lunchrooms • Completes other duties as requested.
Health and Safety	<ul style="list-style-type: none"> • Maintain a safe and appropriate work environment, engage in safe workplace practices, and manage health and safety for reporting staff and others. Report accidents, risks and incidents as they arise.
General	<ul style="list-style-type: none"> • Upholds and promotes the Company Values, House rules, policies and procedures. • Recognises and respects cultural differences and the application of Treaty of Waitangi principles. • Ensure compliance with the Privacy Act and Privacy policy. • Be proactive in recommending quality improvement initiatives.
Personal Development	<ul style="list-style-type: none"> • Participates in the hospitals performance development process. • Keep up to date with developments in the field

DELEGATED AUTHORITIES

- None