



<b>Job title</b>	<i>Housekeeping</i>
<b>Reports to</b>	<i>Housekeeping Supervisor/ Administrator</i>

#### **Job purpose**

Housekeeping department is responsible for maintain the cleanliness, sanitations and attractiveness of all hospital areas. This department is responsible for waste disposal and special cleaning task to prevent and control nosocomial infections throughout the hospital.

#### **Duties and responsibilities**

1. Supplies are maintained to ensure an acceptable level of safety and quality.
2. Identify areas or equipment that need of repair.
3. There is proper routine storage and prompt disposal of trash.
4. Biological are appropriately stored and locked in all storage areas.
5. The premises are clean and orderly.
6. Supplies are stored in proper spaces, not in corridors.
7. Spills are not left unattended.
8. There are no floor obstructions.
9. The area is neat and will kept.

#### **Qualifications**

1. Good mental and physical health.
2. Ability to work closely with others in similar surroundings.
3. Knowledge of safety and sanitation.
4. Some ability to type and keep inventory.
5. Ability to fill out quality assurance reports quarterly.
6. Good sense of humor.

#### **Working conditions**

1. Require both indoor and outdoor work.
2. Work weekends
3. Ability to get along with others.
4. Ability to take order sometime stressful.

#### **Physical requirements**

1. Lifting, climbing, standing, walking, bending, kneeling, reaching.

#### **Direct reports**

Housekeeping Supervisor

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	

