

#CaringForYourCareer



**Job Title:** Housekeeping Assistant  
**Department:** Housekeeping  
**Reporting Manager:** Corporate Housekeeping Manager

<b>Job Summary</b>	<p>Responsible for maintaining cleanliness and tidiness in all areas of our office space, your primary responsibility is to maintain a clean and orderly work environment. You'll perform various cleaning tasks to ensure the workplace remains sanitary and hygienic for employee use.</p> <p>This role offers an opportunity to contribute to a positive work environment by ensuring cleanliness and hygiene standards are consistently maintained.</p>
<b>Key Duties &amp; Accountabilities</b>	<ul style="list-style-type: none"><li>• Work under the supervision of the Duty Housekeeper and/or Corporate Housekeeping Manager to ensure cleaning duties such as sweeping, mopping, vacuuming, and dusting all office areas including floors, surfaces, and furniture are carried out efficiently and effectively.</li><li>• Work independently with minimal supervision.</li><li>• Empty and properly dispose of waste and recycling.</li><li>• Ensure all cleaning equipment and supplies are properly maintained and stored.</li><li>• Notify management of any maintenance or repair needs observed during cleaning duties.</li><li>• Adhere to health and safety guidelines and protocols at all times.</li><li>• Assist with occasional special cleaning projects as assigned.</li><li>• Ensure that all relevant Health and Safety procedures are accurately followed in line with Hygiene and Infection Control guidelines.</li><li>• Ensure that all chemicals and cleaning equipment are handled and used correctly.</li><li>• To assist in any other duties as required by the Housekeeping Manager or the Management team.</li><li>• Ensure that your working ethic remains aligned to our core values as a group: Caring, Friendly, Quality, Integrity and Pride.</li></ul>
<b>About You</b>	<ul style="list-style-type: none"><li>• Knowledge of cleaning chemicals and supplies.</li><li>• Ability to follow verbal and written instructions.</li><li>• Strong attention to detail and thoroughness in cleaning tasks.</li><li>• Positive attitude and strong work ethic.</li><li>• Ability to work independently with minimal supervision.</li><li>• Flexibility to work during non-standard hours if necessary.</li><li>• Proactive individual with a passion for cleanliness and organisation.</li><li>• Prior experience in an office based and/or hospital setting.</li></ul>

#CaringForYourCareer



**Job Title:** Housekeeping Assistant  
**Department:** Housekeeping  
**Reporting Manager:** Corporate Housekeeping Manager

Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.

Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.

I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.

**Colleague name:** .....

**Colleague signature:**.....

**Date:**.....

#CaringForYourCareer

JOIN  
OUR TEAM



**Job Title:** Housekeeping Assistant  
**Department:** Housekeeping  
**Reporting Manager:** Corporate Housekeeping Manager



### The Health Act 2008

You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. For further information, please speak with our Infection Control Specialist.

For clinical colleagues with direct patient contact, this will include (but is not limited to):

- compliance with clinical procedures and protocols, including uniform and dress code.
- the use of personal protective equipment.
- safe procedures for using aseptic techniques.
- safe disposal of sharps.

Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Radar system.



### Equal Opportunities

At Horder Healthcare, we are proud to champion and celebrate diversity, equity, inclusion and belonging in all areas of our business. We are committed to creating an environment of mutual respect where equal employment opportunities are available to all applicants without regard to protected characteristics by applicable law.



### Safeguarding

You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.



### Confidentiality

You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.