THE QUEEN ELIZABETH HOSPITAL

JOB DESCRIPTION

JOB TITLE: General Worker
SALARY SCALE: CAT X: IX
DEPARTMENT: Housekeeping Department
REPORTS TO: Housekeeper II
DIRECT REPORTS: Nil

JOB SUMMARY

Under general supervision provides an efficient cleaning service to the Wards and Departments of the Hospital.

MAJOR DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

1. Empties all trash and ensures that trash bins are secured thereafter;
2. Cleans work surfaces, walls, windows, louvres bathrooms and bed frames;
3. Cleans hallways, elevators, stairways, corridors and lobbies;
4. Cleans, scrubs, waxes or polishes floors using, mops or powered scrubbing or waxing machines;
5. Washes windows, walls and ceilings when necessary;
6. Performs high dusting when required;
7. Moves furniture and equipment from various locations of the hospital in a safe and prompt manner;
8. Prepares rooms for meetings and arranges furniture for business and social functions;

9. Ensures that waste/garbage is transported and disposed according to set standards;
10. Ensures that the correct cleaning supplies, tools and equipment are used for the particular purpose;
11. Reports any accidents/incidents in the course of duty to Supervisor;
12. Observes health and safety protocols in the execution of duties;
13. Using customer service skills establishes and maintains effective working relationships with other employees, officials and members of the general public.
14. Performs any other related duty as assigned.

KNOWLEDGE, SKILLS & ABILITIES

1. General knowledge in cleaning services.
2. Knowledge of lifting and handling techniques.
3. Ability to perform simple spoken and written instructions.
4. Ability to determine the types of trash bag transportation.
5. Ability to lift, push and pull as required.

REQUIRED TRAITS

- Collaboration
- Co-operation
- Dedication
- Flexibility and Adaptability
- Initiative

EDUCATION AND EXPERIENCE

A secondary education.

....
Employee's Signature Date

....
Head of Department Signature Date