

Job Description

Housekeeping Department

Duties and Responsibilities of the Housekeepers Posted in Various Places in Arrived Eye Hospital

I. Main Hospital:

Designation: LINEN EXECUTIVE: HOUSE KEEPING

Duties and Responsibilities:

1. Ledgers as per Appendix 'A' for each type of linen to be maintained.
2. All Ledgers are to be put up for Joint Directors signature through housekeeping Manager on a quarterly basis.
3. Maintain a separate Indent for the cleaning agents used in Laundry and the Indent should be signed by the housekeeping Manager.
4. Daily use of cleaning agents are to be recorded and the records to be put up for housekeeping managers signature monthly.
5. Linen and curtains are to be checked for wear and tear quarterly.
6. Torn or faded linen is to be segregated and to be shown to joint director quarterly. If any item is found unserviceable the same should be written off the ledger getting after the approval of Jt. Director.
7. Torn or faded linen is to be used for cleaning purposes.
8. Periodical Maintenance of washing Machine, Ironing Machine, Iron Box, Sewing Machine, and floor scrubbing Machine to be carried out and the record to be maintained.
9. Floor scrubbing Machine is to be taken by other housekeeper only with the permission of the linen housekeeper.
10. Washing charges for various linen are to be fixed & approval. For any change in the charges, prior approval to be taken from secretary.
11. Tailoring rates for various items of stitched materials are to be maintained. For any revision in charges prior approval to be taken from secretary.
12. Planning and scheduling the standard procedure for cleaning all types of linen to be displayed in laundry and to be followed strictly.
13. Time schedule to be prepared for collection of clean/soiled linen and to be followed strictly.
14. Ensure proper discipline among Housekeepers, Sweepers, Dhobi, and Tailor working in linen department. Make sure that they wear name badges.
15. Floor scrubbing machines are to be chain locked when not in use.
16. Training classes are to be taken for junior housekeepers when required.
17. Train and Guide the trainees housekeeper posted in linen department.
18. Sell all waste materials and deposit the sale proceeds to secretary.
19. Supervision and checking the cleanliness of the surrounding area of main hospital.
20. Responsible for the cleanliness of sweepers uniform.
21. In addition to the above, any other job given by the housekeeping manager or the senior management staff from time to time.

II. Designation – Floor Executive: Housekeeping (Out patient departments & Basement Area)

1. Supervision and checking the cleanliness of out patient departments and Basement area.
2. Maintenance of sweepers attendance Register, wage sheets, deployment, control and details for continuous duties.
3. Control over all keys of all departments in OPDS.
4. Preparing inventories for furniture and keeping records for their maintenance.
5. Indenting cleaning agents and equipments and ensure their proper use and keeping records.
6. To develop proper use of cleaning procedures.
7. Reporting and checking of all maintenance work.
8. Supervision of quality maintenance and infection control.
9. Ensure proper discipline of Housekeepers and sweepers working in out patient department and make sure that they wear name badge.
10. Planning and scheduling the standard procedures in writing for the proper care of all types of floors, walls, windows, furniture, bathrooms, Lavatories and other equipments to be prepared and follows strictly.
11. Maintenance of House Keeping department room and attending to phone calls promptly.
12. Make sure the tyre cart is secured and locked after working hours.
13. Disposal of refuse is to be monitored.
14. Training and taking classes for juniors
15. Experimenting new techniques and equipments for cleaning.
16. Maintenance details of continuous duties of housekeepers.
17. Maintenance responsible for the sweepers uniform collected after working hours from the sweepers.
18. Responsible for the cleaning schedule of freshwater tank, filters, coolers and septic Tanks and the cleaning & due dates are to be displayed in the boards as well as in the Register. The register shall be put up for Housekeeping managers signature every month.
19. Maintain the Leave list of all sweepers working in main hospital, free hospital, Laico and other supporting areas and day off Roster of sweepers working in OPDs.
20. Maintaining the checklist of furniture, electrical plumbing, carpentry and mason work in the OPDs.
21. In addition to the above, any other job given by the housekeeping manager or the senior management staff from time to time.

III. Designation: - Ward Executive: Housekeeping (1st and 2nd floor of main hospital).

1. Supervision and checking the cleanliness of 1st and 2nd floor.
2. Control of all keys of 1st and 2nd Floor
3. Preparing inventories for 1st and 2nd floor furniture and keeping records for their maintenance.
4. Indenting cleaning agents and equipments and ensure their proper use and keeping necessary records.
5. Supervision for quality maintenance and infection control.
6. Ensure proper discipline of housekeepers and sweepers in 1st and 2nd floor and make sure the wear name badges.
7. Planning and scheduling the standard procedures in writing for the proper care of all types of floors, walls, windows, furniture, bathrooms, lavatories and other equipments to be placed and to be followed strictly.
8. Attending to patients complaints
9. Development and standardization of newer and improved method of cleaning for better results at lower costs.
10. Take adequate precautions for controlling cross infections.
11. To assist in quality health care and patient care programme.
12. Ensure up keep and maintenance of hospital property.
13. Training and taking classes for juniors
14. Maintain day off roaster of sweepers in 1st and 2nd floor.
15. Responsible for the sweepers uniform collected after working hours from the sweepers of 1st and 2nd floor.
16. In addition to the above, any other job that may be assigned by the housekeeping Manager or the senior management staff from time to time.

IV. Designation – Ward Executive: Housekeeping (3rd and 4th floor main hospital)

1. Supervision and checking the cleanliness of 3rd and 4th floor.
2. Control of all keys of 3rd and 4th floor.
3. Preparing inventories for 3rd and 4th floor furniture and keeping records for their maintenance.
4. Indenting cleaning agents and equipments and ensure their proper use and keeping records.
5. Supervision for quality maintenance and infection control.
6. Ensure proper discipline of Housekeepers and sweepers in 3rd and 4th floor and make sure they wear name badges.
7. Planning and scheduling the standard procedures in writing for the proper care of all types of floors walls, windows, furniture, bathrooms lavatories and other equipments to be placed and to be followed strictly.

8. Attending to patient's complaints.
9. Development and standardization of newer and improved method of cleaning for better results at lower costs.
10. Take adequate precautions in controlling cross infections.
11. To assist in quality health care and patient care programme
12. Ensure upkeep and maintenance of hospital property
13. Training and taking classes for juniors.
14. Maintain day off roster for sweepers in 3rd and 4th floor.
15. Responsible for the sweepers uniform collected after working hours from the sweepers of 3rd and 4th floor.
16. Maintaining the checklist of furniture, Electrical, plumbing, Carpentry and Mason works in 3rd and 4th floor.
17. In addition to the above, any other job that may be assigned by the housekeeping manager or the senior management staff from time to time.

V. Designation – Senior Trainees : Housekeeping (Compassion 503, Sincerity 143, Grace 140)

1. Work under the supervision of executive Linen housekeeper.
2. Planning and scheduling the standard procedures for cleaning in writing and follow strictly.
3. Indenting cleaning agents, equipments and ensure the proper use and maintain their records.
4. Preparing inventories for furniture and keeping records for their maintenance.
5. Attend all theory and practical classes as per the programme.

VI. Designation – Senior trainees: Housekeeping (children hospital, Aspiration 27, Plot No.17)

1. Work under the supervision of executive floor housekeeper OPDs.
2. Planning and scheduling the standard procedures for cleaning in writing and follow strictly.
3. Indenting cleaning agents, equipments and ensure the proper use and maintain their records.
4. Preparing inventories for furniture and keeping records for their maintenance.
5. Attend all theory and practical classes as per the programme.

Appendix – A

Hospital Linen – Class A spl.

Date	Particulars	Indent No.	Received	Issued	Balance	Signature	Remarks

The above format are to be used for each of the A Class, B & C Class, Ulcer Ward, Suit Room, Curtains, Sweepers Uniform, and Doctors Hostel Rooms.