

MAIN RESPONSIBILITIES OF HOUSE KEEPER

JOB TITLE	:	House Keeper
Location	:	Aravind Eye Care System (Madurai, Theni, Thirunelveli, Coimbatore & Pondichery)
Reports to	:	Supervisor - House Keeping Department
Working Hours: hostel girls	:	6 am-6 pm (lunch break 1 ¹ / ₂ hrs + coffee break 15Mins.)
Day Workers	:	7:30 am - 6 pm (lunch break 1 ¹ / ₂ hrs + coffee break 15 mins.)

Prime Job:

Working with the available resources to achieve the common objectives of cleanliness, maintenance and good ambience.

Roles of Housekeeper

1. Scheduled the work of housekeepers and the sanitary workers.
 - Explain the work of the housekeeper and the sanitary worker every morning
Assign areas of Cleaning to the sanitary worker, daily.
 - Instructs the floor housekeeper on the work to be completed on the particular day.
2. Ensure proper flower arrangements in the allotted area
3. Supervise the work of housekeeping personnel
 - Dusting the furniture's, window pans, tables, chairs, doors etc...
 - Bed making in all rooms.

- Planning of Extra work
- Check all the public areas with checklist to meet the cleaning standards
- Check all rooms for proper maintenance and completion of work at a particular place.
- Checks with the maintenance department to make sure that the repair works are all completed.
- Checks with the laundry to make sure that all linens have been distributed to the respective departments.
- Checks the register in the laundry to see if proper entry is made about the incoming.
- Checking the areas for proper completion.
- Check all the materials that is required for the days work.
- Checking the room with the checklist to see all the work is done perfectly and all necessary materials are placed at the right place.
- Collecting the linens and giving to the laundry for washing
- Remove the furniture, curtains and other fixtures which require repairing, mending, washing etc.,
- Account for furniture.
- Check and control the equipments to ensure that they are used correctly.
- Train sweepers for maximum productivity and efficiency.
- Check all safety system on her floor.
- To have a good rapport with the entire house keeping workers.

- Immediate attention to the complaints

4. Train the Trainees

- Preparation of training schedule for the new comers.
- Conducts classes for the trainees.
- Providing practical exposure in the housekeeping procedure.
- Conducts test for the Trainees.
- Evaluates the performance of the trainees

In addition to the above, the housekeeping department has certain incidental responsibilities, as follows:

1. Saving electricity by turning off lights, fans etc., when not in use.
2. Saving water by turning off taps when left dripping.
3. Ensuring an economical use of supplies.
4. Developing goodwill by a courteous, helpful and caring attitude towards the patients and visitors.
5. Promoting safety rules and measures by observing the m and reporting dangerous conditions.
6. Maintaining a harmonious working relationship with the employees of the other departments.
Reporting to HK Incharge, problems in carrying out the job.
7. Supervising the changing of curtains, mattress, covers.
8. Attending staff meeting.
9. Further training of staff.
10. Stocktaking with regular intervals.

Key Job Requirements:

Should have completed Higher Secondary Education

Should have the ability of getting work done through the Cleaners.

Should exhibit patience, tolerance and responsibility to carry out the work effectively.

Expectations of the Management:

Prioritize the patients in each and every work.

Be Kind, loving and compassionate to all the patients

Work keeping the culture and values of the organization always in mind.

Be loyal to the Organization.

Wear neat and tidy uniform with the hospital identification name tag.

Perform all the activities of the department with good team work.

Coordinate with other departments for the effective functioning of the department.

Maintain a clean and organized work environment.

Department coordinating with House Keeping Department:

The Housekeeping Department has to build up a good relationship with all departments.