

HOLY CROSS HOSPITAL

JOB DESCRIPTION AND CANDIDATE PROFILE

Job title:	Maintenance Officer
Responsible to	Housekeeping and Facilities Lead
Accountable to:	Director of Operations
Key working relationships:	Support Services Team members, Ward Sisters, Sisters

1. OVERALL OBJECTIVE OF JOB ROLE

Working within the Support services team to undertake a range of tasks and responsibilities within the buildings and grounds. Ensuring that the environment is clean, safe, comfortable and efficient in operation and that the security of the building is maintained at all times. The Post holder must maintain patient confidentiality and ensure that patients are treated with dignity at all times. The post holder is expected to be flexible in working hours to meet non-routine requirements and will be provide on-call cover on a rota basis. The post-holder must respect the particular requirements of the Sisters in MTH and seek instruction from the Sister Superior as required.

Scope

The responsibilities of the job encompass all the buildings and the grounds at Holy Cross. The buildings comprise the following:

- Hospital of 42 beds, Physiotherapy Centre and ancillary accommodation
 - Staff Accommodation and ground floor facilities
 - St Hugh's
 - St. Margaret's
 - Maintenance Workshop, Stand-by generator and plant rooms housing gas-fired boilers serving different areas of building.
 - There are also several vehicles including minibuses for wheelchair users, a car and a tractor.
- The following buildings are under the direct control of the Sisters and separate arrangements are made to meet the requirements:
- St Joseph's Staff Accommodation
 - Marie Therese House providing accommodation for frail elderly Sisters (some staff separately employed and managed)
 - The Church
 - Shottermill Hall including Conference rooms on ground floor and residential accommodation elsewhere.

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2. MAIN DUTIES AND RESPONSIBILITIES

Maintenance and caretaking	Reference
<ul style="list-style-type: none"> • To undertake minor repairs and maintenance tasks which are in line with post holders competence. Reporting to AGM or Director of Operations on matters outside this range • To assist in the completion of Planned Preventative Maintenance within the Hospital ensuring that all relevant documentation is completed • To carry out basic diagnostics and remedial work on equipment as instructed • To have knowledge of location of main stopcocks and gas and electricity meters. • Carry out monthly meter reading in all locations • Monitor heating and ventilation services throughout the site • To be responsible for the cleanliness and day to day “user maintenance” of hospital vehicles • Take responsibility for keys listed on the Support Services Key list , ensuring that external and internal doors are kept secure in accordance with Security Policy • To assist in moving furniture and equipment • To prepare for functions including training and PR events following instructions from relevant managers (sign posting, room set up and clear down and liaising with catering) • Carry out annual checks of areas containing asbestos and report any defects to the Director of Operations • Pest and vermin control, liaising with contractor when necessary 	Housekeeping policy All Human Resources Policies Security Maintenance Policy
Supplies, Ordering and stores	Housekeeping policy
<ul style="list-style-type: none"> • Ensure that all stores received are dispatched to their end location in a timely manner and paperwork dealt with promptly • Ensure that all stock holding areas under control of the Caretaking team are maintained in a tidy secure condition at all times • Assist in delivering clinical supplies to wards 	Housekeeping policy Supplies, Ordering and stores policy
Water Safety	
Under the direction of the Assistant General Manager <ul style="list-style-type: none"> • Responsible for the day to day running of the Hydrotherapy pool including water filtration equipment and chemical dosing and routine cleaning • Responsible for routine monitoring of the water system to ensure compliance with the Legionella Management system and maintain records as instructed. 	Hydrotherapy Maintenance Policy Water Safety Policy

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Auditing and inspections	
<ul style="list-style-type: none"> Regularly check departmental machinery and equipment and report defects, ensuring that it is maintained in a clean and safe condition. Report the need for any structural and fabric repairs and contribute to the annual building plan under the direction of the Director of Operations Ensure all relevant quality standards are achieved and that documentation is complete. 	Fitness of Premises Policy Health and Safety Policy Monitoring the Safety and Suitability of Equipment Policy Maintenance Policy Hydrotherapy Maintenance Policy
Waste Disposal	
<ul style="list-style-type: none"> To remove all waste in a safe and timely manner in line with waste disposal policy and procedure. Responsibility extends to both household and specialist waste Maintain External bulk Storage area in a clean and tidy condition, including making arrangements for bins to be cleaned when necessary 	Waste disposal Policy
Routine and non routine Cleaning of premises and equipment	
<ul style="list-style-type: none"> Take responsibility for the routine cleaning of allocated areas Carry out regular deep cleans of allocated areas Ensure all housekeeping equipment is maintained in a clean condition. 	
Review and meetings	
<ul style="list-style-type: none"> Participate in regular review meetings with Director of Operations and AGM Participate in regular team briefings with Support Services Team 	
On Call service	
<ul style="list-style-type: none"> To provide 24/7 on call on a rota basis Ensure that The Senior Member of staff on duty at the time of call out is kept informed of progress Report any issues to Director of Operations 	

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3. PROFESSIONAL DEVELOPMENT

Attend training sessions as required by the Director of Operations to ensure the necessary knowledge and skills are maintained, including mandatory training.

Be committed to further development of own skills and knowledge actively seeking learning opportunities as appropriate.

To participate in an annual staff appraisal.

4. HEALTH AND SAFETY RISK ASSESSMENT

1. **Manual handling:** there will be occasions when lifting and moving heavy objects will be required in the job. Training in the correct handling techniques will be given. It will always be necessary to assess the task and seek help if required
2. **Hazardous Substances:** the range and quantity of hazardous substances are kept to a minimum. All substances held on site will be subject to COSHH assessments and will be stored, used and disposed of safely.
3. **Falls from height and slips trips and falls on the same level:** certain tasks will require the use of ladders. A risk assessment is required on each occasion and relevant policies and procedures must be followed. Proper footwear must be worn and the care should be taken to keep working areas free from obstructions that might give rise to slips, trips and falls.
4. **Cross infection:** infection control procedures must be followed at all times to avoid cross infection occurring. Take an active role in the prevention and control of infection.

This job description represents an outline of the main components of the job and is not intended to be exhaustive. It may, with consultation be subject to additions and amendment as the need arises.

In addition to the duties and responsibilities listed the post holder is required to perform other duties as might reasonably be required.

This job description has been agreed between the post holder and the person to whom he/she is accountable.

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Post holder

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Print name

.....
Date

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Director of Operations

.....
Print name

.....
Date

HOLY CROSS HOSPITAL
PERSON SPECIFICATION AND COMPETENCY PROFILE

Caretaker

Skills and Experience Required	
Essential Requirements	Desirable Requirements
Able to undertake manual handling tasks	Knowledge of infection control related to job role
Must be able to understand written instructions and speak English	Knowledge of waste management procedures
Good knowledge of cleaning processes	Experience of working in a hospital environment
Must be able to work within a team	
Flexible & adaptable approach to service needs	
Willing to learn new skills and attend mandatory & other training	
Clean UK driving License	
Neat & tidy appearance	

Key Competency Areas
1. Sensitivity to others needs
2. Adaptability / flexibility
3. Communication - verbal and written
4. Relationship building / teamwork
5. Willingness to learn