

Job Description

Job title	Housekeeper
Location	Okehampton Medical Centre
Reporting relationships	Patient Services Manager
Job Purpose	To maintain a clean and healthy environment for patients, staff and visitors attending the Okehampton Medical Centre.
Main Responsibilities	<ul style="list-style-type: none"> • To adhere to the cleaning schedule, cleaning the area allocated to the required standard (dusting, cleaning/disinfect all toilets, work surfaces, wash floors, vacuum all areas, empty bins) • To ensure rooms are ready for use • Ensuring stock is replenished • Maintain supplies of cleaning materials • Assist in promoting and maintaining your own and others' Health & Safety and security • Check that buildings are left secure, windows, doors locked, turn off lights, set alarm • Communicate effectively within the team • Support equality, diversity • Participate in any training programme implemented by the Practice • Undertake any other cleaning tasks that may occasionally be required, prior notification will be given

Job description agreement	<p>To be signed within 6 weeks of employment after discussion with line manager.</p> <p>Manager: Date:</p> <p>Postholder: Date:</p> <p>This is a description of the job as it is presently constructed and it will be reviewed periodically and updated to ensure it fully reflects the duties of the job.</p>
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