









## PERSON SPECIFICATION

**Job Title: Housekeeper**



| Assessment Criteria             | Essential  | Desirable  | Identified |
|---------------------------------|--|--|------------|
| <b>Knowledge and Experience</b> | Demonstrates understanding of the role outlined in the Job description | <p>Previous experience of professional cleaning, catering, portering services, working with the public, e.g. retail.</p> <p>Use of IT systems eg teletracking, datix</p> <p>Customer service</p> | AF, IN     |

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|   |   | experience  |    |
| <b>Qualifications/Training</b>          | Numerate and literate<br><br>Communicates clearly in writing.   | Basic Food Hygiene Certificate.<br><br>Evidence of development, skills, knowledge and abilities.<br><br>Understanding of safe moving and handling practices   | AF |
| <b>Personal Attributes &amp; Skills</b> | Can communicate verbally with others clearly & courteously.<br><br>Polite, reliable, responsible<br><br>Able to work under own initiative within outlined duties<br><br>Able to prioritise outlined duties<br><br>Punctual and able to manage own time within outlined duties<br><br>Flexible – can adapt in cases of high clinical demand on the clinical teams/department (e.g. ad hoc errands) | Understands how to maintain good working relationships.<br><br>Can demonstrate an understanding of the importance of cleaning.<br><br>Can demonstrate an understanding of Health & Safety, COSHH regulations, Infection Prevention control and Risk | IN |

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|   |  | <p>assessment</p> <p>Give practical examples of safe practices.</p> <p>Understanding of effective stock control.</p> |  |
| <b>Demonstrates our We Care values and the DBTH Way</b> | <ul style="list-style-type: none"> <li> Demonstrate an understanding of the importance of quality of care.</li> <li> Demonstrate that you will be open to improving everything that you do.</li> <li> Be accountable for own actions and those of their team.</li> <li> Demonstrate that everyone's contribution is valued.</li> <li> Have an ability to work efficiently, effectively and professionally in a multidisciplinary team.</li> <li> Work to ensure the care group/directorate improves efficiency and reduces waste.</li> <li> Displays networking skills.</li> <li> Have an ability to consider and implement new solutions.</li> </ul> |  |  |

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Key for 'Identified': AF = Application form, In = Interview, P = Presentation, REF= References, CERT=Certificates