

Housekeeping Manager at Premier Hospital

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Job Description

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Premier Hospital is an 82 bed specialized hospital located in Nyali, Mombasa offering high quality emergency, outpatient and inpatient care. We have a patient centered culture and our approach is to provide you with comprehensive healthcare, which is focused on all aspects of your health and overall well-being. Our service delivery model is anchored on Compassion, Care and Competence. Our Doctors, Nurses, other Medical Professionals and support staff will provide you with personal service with great regard to respect and dignity to ensure that your experience with us is as comfortable as possible.

JOB PURPOSE

Reporting to the Operations Manager, the successful candidate will be responsible for coordinating and supervising the housekeeping department in the hospital to ensure a clean, safe, and comfortable environment.

CORE RESPONSIBILITIES

Develop and translate Housekeeping Policies and Procedures into daily operations.

Align departmental objectives to the Hospital Strategic Plan and engage staff towards achieving the objectives.

Develop the department's budget in liaison with the Operations manager for approval by management and ensure the department operates within budget

Initiate procurement of housekeeping equipment and supplies, develop, monitor and

maintain an inventory of the same.

Ensure operations conform to Quality Management requirements and engage activities for continuous quality improvement.

Responsible for department's financial data and statistics and monitoring of unit expenditures

Develops work plans and standard operating procedures to ensure smooth flow of work processes.

Actively communicates with administration and other hospital departments to ensure service standards are met

Inspects the facility periodically to determine problems and necessary maintenance measures

Ensures housekeeping induction is done to all Inpatient clients

Carries out daily ward rounds to ensure comfort of all the patients

Gathers In-patient client feedback and recommends corrective measures.

Plans, organizes, directs, coordinates, and supervises functions and activities of the department

Establishes work standards and workflow compliance to Infection Control Procedures

Develops and maintains job descriptions for department staff

Encourages and mentors staff creativity and innovation

Ensures compliance with all regulatory agencies

REQUIREMENTS

MINIMUM QUALIFICATIONS

Diploma in Housekeeping, Hospitality Management or its equivalent.

Bachelors degree will be an added advantage

3 years progressive housekeeping management experience 2 years of which must have been in a Hospital Set Up

A minimum of 1 year in Supervisory position

Training in Infection Control

PERSONAL CHARACTERISTICS & BEHAVIOURS

Must be self-motivated, energetic, able to solve problems and work in a diverse environment.

Demonstrated leadership and a history of excellent attendance with the ability to work independently.

Superior Interpersonal and organizational skills

High degree of professionalism and ethics

Good communication skills and the ability to communicate with a diverse range of people

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