



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 124-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

**We invite applications for the following position:**

**FAITH HOSPITAL (Cayman Brac):**  
**ENVIRONMENTAL SERVICE WORKER**

**Salary range: CI\$22,322 - CI\$25,151 per annum**

**The Environmental Service Worker will be under the daily supervision of the Environmental Services Supervisor and Manager of Support Services; the successful candidate will perform repetitive cleaning tasks in maintaining assigned areas in the hospital in an orderly and sanitary condition.**

**Primary Responsibilities:** The postholder will perform cleaning duties in assigned areas, such as patient rooms, nurses' stations, examination and treatment rooms, public and patient bathrooms, lounges, offices, and laboratories. Additional duties include cleaning the operating theatre areas, delivery and emergency areas, utility and dressing rooms. Servicing the supply rooms with toilet paper, facial tissues, soaps, and other amenities as needed. Sweeps, dusts, dust mops and wet mops floors, vacuum floors, rugs, and carpets. Cleans and polishes furniture and all glass surfaces clean all windows, windowsills, cleans all walls, and sanitizes all beds. The postholder will clean and sanitizes shower stalls, sink fixtures and stock dispensers as needed, along with ordering of housekeeping supplies from the housekeeping storeroom.

**Qualifications and Experience:** The successful candidate should be able to understand, read and write in English. A high school diploma is a mandatory requirement. Applicants must be available to undergo annual physical examinations and must be able to work and climb a 12-foot ladder. The successful candidate must not be allergic to cleaning solutions and must be able to lift fifty (50) pounds and be able to stoop and bend often as necessary. Must be able to work evenings, weekends, and holidays and have exceptional customer service skills.

**A remuneration and benefits package, commensurate with experience and qualifications, will be offered to the successful candidate.**

**NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form, and resume via e-mail to [hsa.jobs@hsa.ky](mailto:hsa.jobs@hsa.ky) using pdf format. Log on to our website at [www.hsa.ky](http://www.hsa.ky) to access Application Form and Job Description.**

**COVID-19 vaccine is required for employment at the HSA.**

**Deadline for positions: November 28, 2021**

**My health. My team. My choice.**

## Job Description Template

This template provides the major categories that you should include in your job descriptions along with an explanation of what to include in each category.

<b>Job title</b>	<i>Environmental Services Worker</i>	<b>Job Holder</b>	
<b>Reports to</b>	<i>Manager of Support Services</i>	<b>Section</b>	<i>Faith Hospital</i>

### Background Information

This section is responsible for the cleanliness of the hospital, internally and externally and ensures that is linen is properly sanitizes for hospital use. He/She is responsible for providing assigned areas with adequate supply of clean linen for patient use the housekeeper performs cleaning tasks to maintain assigned areas of the hospital in an orderly and sanitary condition. The post holder works under direct instructions from the Manager of Support Services.

### Job purpose

Under daily supervision of the Manager of Support Services, performs repetitive cleaning tasks in maintaining assigned areas in the hospital in an orderly and sanitary condition.

### Dimensions

- Postholder does not supervise any other staff.
- Postholder has no budgetary responsibilities,
- Assigned areas of the hospital are required to be cleaned 5-10 times daily.

### Duties and responsibilities

1. Perform cleaning duties in assigned areas, such as patient rooms, nurse's station, examination and treatment rooms, public and patient bathrooms, lounges, offices, laboratories. Operating theatres, delivery and emergency areas, utility and dressing rooms.
2. Services and supply rooms with toilet paper, facial tissues, soaps, and other amenities as needed.
3. Sweep, dust, dust mop and wet mop floors, vacuum floors, rugs and carpet. Clean and polish furniture and all glass surfaces, clean all windows, windowsills spot check and clean all walls. Clean and sanitize all bed.
4. Clean and sanitize shower stalls, sink fixtures and stock dispensers as needed.
5. Order housekeeping supplies from housekeeping storeroom.
6. Maintain equipment and materials needed to perform work in a clean and orderly condition.

7. Assembles supplies and equipment for workday.
8. Any other duties as assigned by the housekeeping supervisor.

### **Qualifications, Experience & Skills Requirement**

The post-holder should be able to understand, read and write English. Grade school education is required, high school education is preferred. Must undergo annual physical examination and must be able to work from a 12 foot ladder. Post-holder must not be allergic to cleaning solutions and must be able to lift 50 pounds and be able to stoop and bend as necessary.

Post-holder must be neat, have the ability to work well with people and be cooperative, dependable and interested in the job.

An inexperience worker needs three months on the job training under the direction of the housekeeping supervisor. It takes an experience worker approximately three weeks to become familiar with duties and the hospital areas.

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### **Reporting Relationship**

The postholder works primarily alone, and sometimes in liaison with the maintenance staff.

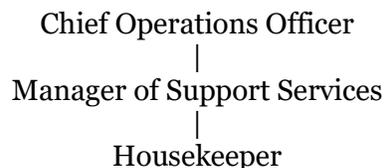
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### **Direct reports**

None

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### **Other Working Relationships**



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### **Decision Making Authority and Controls**

The post-holder works under the direct supervision of the Manager of Support Services.

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### **Working conditions**

The incumbent is exposed to significant amounts of blood and other body fluids. May also encounter potentially dangerous objects in the discharge of duties, hence incumbent must follow hospital and housekeeping guidelines on the management of blood and body fluids.

Caution must be taken while cleaning blood and body fluids and transporting and sorting dirty linen.

### **Physical requirements**

Must be physically fit, able to lift 50lbs or more. Work in stressful environment.

### **Problem/Key Features**

A problem arises when previous shift worker leave their duties incomplete when another housekeeper has to begin a shift. Visiting time is not adhered to and the post-holder has to wait or keep returning to check and this enables a lot of time to be wasted. Two laundry staff cannot work on their own due to physical and mental disabilities, which make it hard during the absence of other staff.

### **Evaluation Metrics**

- Ability to meet deadlines
- Quality of work
- Team interaction
- Job knowledge
- Dependability

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	
<b>Next Review</b>	