



# Housekeeping Executive



Location  
Colombo



Closing Date  
10/31/2023

## Description

- Effectively manage the effectiveness of the day-to-day operation of in-patient rooms, wards and units.
- Create a schedule and supervise deep cleaning and any other activities related to Housekeeping in all patient care areas.
- Supervise and coordinate pest control, rear side of all patient rooms and corridors, bathrooms clean and maintain the ambience of the hospital.
- Maintain complete knowledge of correct maintenance and use of equipment.
- Work closely with the admissions counter and ensure the maximum occupancy and maintain an optimum number of room availability, linen availability during day to day operations and especially during high occupancy.
- Coordinate with wards/units and forecast the housekeeping needs of wards, units and patients and plan accordingly.
- Coordinate with admissions of VIP arrivals and plan accordingly.
- Review admissions and discharges for next day and ensure that all patient rooms are in a sellable condition in accordance with general guidelines and standard operating procedures.
- Ensure all aspects of the rooms (cleanliness, linen, equipment, furniture, lighting, TVs etc.) are up to the standard and in appropriate working condition prior to releasing a room for an admission.
- Once a room is categorized as 'out of order', coordinate with the relevant departments (eg; Engineering and Maintenance) to rectify all issues within 24 hrs. To be escalated to the Senior Management if unable to release the room within 24 hrs.
- Ensure the room is fully sanitized, sanitization stickers must be pasted and all doors must be sealed with the sticker and signed by the relevant Supervisor on duty.
- Coordinate with the Laundry Unit and ensure all linen and laundry is thoroughly cleaned and sanitized. All towels brought from the Laundry Unit are to be sanitized with the towel bands pasted appropriately.
- Supervise the day to day cleaning of hospital public areas.
- Perform routine inspections of all public areas, service areas, and waiting areas, Car park building, courtyard, all public washrooms, offices, lunch room, lifts.
- Create a schedule and supervise deep cleaning and any other activities related to Housekeeping in all public areas.
- Supervise and coordinate pest control, gardening activities and clean and maintain the ambience of the hospital.
- Maintain complete knowledge of correct maintenance and use of equipment.
- Clean public areas in emergency situations.
- Efficiently manage stock control and the maintenance of all equipment.
- Issue supplies/goods to staff at beginning of shift in order to control inventory.
- Report all maintenance defects and follow up with Engineering.
- Complete work orders forms for equipment maintenance or repairs and submit to Housekeeping desk control.

## Entry Requirements

- Minimum 05 years experience in housekeeping in a Supervisory or similar capacity.
- Professional qualification related to Housekeeping from a recognize institute would be added advantage
- Excellent communication skills (English / Sinhala - Reading and Writing)

✓ APPLY FOR JOB