



# Falkland Islands Government – Job Description

<b>Job Title:</b>	General Assistant		
<b>Department:</b>	Health & Social Services	<b>Section:</b>	Facilities
<b>Reports to:</b>	Senior General Assistant		
<b>Grade:</b>	Falkland Islands Government Grade – I		
<b>Job Purpose:</b>			
Provide domestic support to the Health Services, ensuring high standards of hygiene are maintained.			
<b>Main Accountabilities:</b>			
<ul style="list-style-type: none"><li>❖ Undertake cleaning duties as shown in the Hospital (KEMH) procedural / best practice manual to ensure that cleaning tasks are undertaken in the most effective manner and that hygiene standards are adequate</li><li>❖ Participate in-service training</li><li>❖ Undertake laundry operator duties as and when required</li><li>❖ Advise the Stores person if more consumable items are needed so that the domestic staff are able to continue work</li><li>❖ Report to the appropriate person any defects or damage in rooms or any equipment used that are cleaned so that immediate action can be taken to rectify the problem</li><li>❖ Maintain a high level of personal hygiene and cleanliness to help ensure standards of hygiene are maintained and to create a good public impression of the KEMH</li><li>❖ Keep confidential anything that is seen or heard concerning patients and staff to honor and maintain the KEMH policy of confidentiality</li></ul>			
<p><b><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></b></p>			
<b>Additional Information:</b>			
The working hours are on a shift pattern which will include weekends and evenings			



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## **Criminal Record Checks: This post is regarded as sensitive**

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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<b>Person Specification:</b>	General Assistant		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills &amp; Experience:</b>			
Ability to follow simple instructions and work schedules	✓		A/I/R
Able to work well as part of a team and on own initiative	✓		A/I/R
Can maintain high levels of confidentiality	✓		A/I
Demonstrable understanding of the importance of hygiene in all aspects of a hospital environment	✓		A/I
Ability to maintain a high standard of cleanliness at all times	✓		A/I
Previous relevant work experience in a similar environment		✓	A/I/R
<b>Personal Attributes:</b>			
Methodical, reliable and able to work without supervision	✓		A/I
Flexible approach to working hours and areas	✓		A/I

## Method of assessment:

- A - Application Form
- I - Selection Interview
- R - Reference
- T- Test