



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE DOMESTIC SUPERVISOR	2. DIVISION SANGRE GRANDE HOSPITAL CAMPUS	3. DEPARTMENT DOMESTIC
4. ORGANISATIONAL RELATIONSHIP The Domestic Supervisor will report to the Manager-Hospital Administration or designate.	5. NATURE & SCOPE The Domestic Supervisor is responsible for supervising a small group of subordinates engaged in cleaning and other light custodial work and plans. He/She allocates and checks work of subordinates through inspections and general observations. Work is performed under the supervision of a superior officer who reviews work through general observations, inspections, checklists and reports.	
6. SPECIFIC ACCOUNTABILITIES The Domestic Supervisor: <ul style="list-style-type: none"> <input type="checkbox"/> Plans, assigns and supervises the work of a small group of subordinates engaged in cleaning and other light custodial work. <input type="checkbox"/> Keeps appropriate records of subordinates relating to leave and other matters. <input type="checkbox"/> Inspects wards and other sections to review work of subordinates. <input type="checkbox"/> Receives, checks and transmits with appropriate comments all official correspondence of subordinates. <input type="checkbox"/> Ensures that there is an adequate supply and efficient usage of stocks in the department. <input type="checkbox"/> Investigates and reports on complaints. <input type="checkbox"/> Completes and submits reports as required. <input type="checkbox"/> Performs related work as may be required by the approved Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of cleaning methods, materials and equipment. <input type="checkbox"/> Knowledge of hospital rules and regulations, also Civil Service Rules and Regulations. <input type="checkbox"/> Ability to understand, interpret and carry out written instructions. <input type="checkbox"/> Ability to supervise and instruct a small group of subordinates engaged in light custodial work. <input type="checkbox"/> Ability to keep and maintain simple records and to prepare simple reports. <input type="checkbox"/> Ability to establish and maintain effective working relationships with other employees. <input type="checkbox"/> Effective communication skills, both oral and written. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> <input type="checkbox"/> Five (5) CXC/GCE O'Levels inclusive of Mathematics and English A. <input type="checkbox"/> Certificate in Supervisory Management. <input type="checkbox"/> Training or experience in Inventory Control or Stock Management. <input type="checkbox"/> Experience in Infection Control Standards and procedures in a clinical setting. <input type="checkbox"/> A minimum of five (5) years as a Wardsmaid. <input type="checkbox"/> Any equivalent combination of experience and training. 		
9. SUPERVISORY RESPONSIBILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Wardsmaids <input type="checkbox"/> On-the-Job Trainee 		
10. COMMUNICATION AND WORKING RELATIONSHIP <i>Internal:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Medical Director <input type="checkbox"/> Assistant Manager-Hospital Administration <input type="checkbox"/> Manager-Hospital Administration 		

- Supply Chain Officer
- Infection Control Nurse
- Medical Director
- Hospital Nursing Manager
- Head Nurses
- All other relevant Heads of Department

External:

- Suppliers of cleaning products