



# Falkland Islands Government – Job Description

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| <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 – H | <b>Job Code:</b> | 214CN1-8   |
| <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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                       |                  |            |



# Falkland Islands Government – Job Description

**Job Title:**

General Assistant

**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>Education and Qualifications:</b>                                                                                                                                                                      |                   |           |                   |
| A Food and Hygiene Certificate                                                                                                                                                                            |                   | ✓         | A                 |
| A Health & Safety in the Workplace Certificate                                                                                                                                                            |                   | ✓         | A                 |
| Manual Handling Training Certificate                                                                                                                                                                      |                   | ✓         | A                 |
| <b>Knowledge, Skills &amp; Experience:</b>                                                                                                                                                                |                   |           |                   |
| Ability to follow simple instructions and work schedules                                                                                                                                                  | ✓                 |           | A/I               |
| Ability to communicate effectively                                                                                                                                                                        | ✓                 |           | A/I               |
| 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 and attention to detail at all times                                                                                                                   | ✓                 |           | A/I               |
| Previous relevant work experience in a similar environment                                                                                                                                                |                   | ✓         | A/I/R             |
| <b>Personal Attributes:</b>                                                                                                                                                                               |                   |           |                   |
| Ability to maintain a high standard of personal cleanliness and to understand how crucial it is for patients' health and welfare to maintain hygienic conditions within the hospital kitchen environment  | ✓                 |           | A/I               |
| Show initiative to see when a job needs to be done                                                                                                                                                        | ✓                 |           | A/I               |
| Methodical, reliable and able to work without supervision                                                                                                                                                 | ✓                 |           | A/I               |
| Flexible approach to working hours and areas                                                                                                                                                              | ✓                 |           | A/I               |
| <b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. |                   |           |                   |

## Method of Assessment:

A - Application Form

I - Selection Interview

R - Reference