



# JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

## VACANCY: ASCOT PARK HOSPITAL

<b>DIVISION:</b>	ASCOT PARK HOSPITAL- LAUNDRY /HOUSEKEEPING
<b>JOB TITLE:</b>	HOUSEKEEPER/ LAUNDRY SUPERVISOR
<b>PURPOSE OF POSITION</b>	
<p>The incumbent is responsible for planning, organizing, conducting, and managing an effective Hospital Housekeeping Department and Laundry department.</p>	
<b>KEY PERFORMANCE AREAS</b>	
<ul style="list-style-type: none"> <li>• Ensure that all Wards have sufficient stock of linen at all times.</li> <li>• Ensure that all consumables are issued to the Cleaning Services.</li> <li>• Ensure that all orders for Compass Waste are done weekly.</li> <li>• Reconciling of anatomical register.</li> <li>• Ensure that daily Ward rounds are done through all areas of the hospital.</li> <li>• Curtains at Ward level are kept clean and tidy and all times, including all linen.</li> <li>• Maintaining a good relationship with Suppliers.</li> <li>• Supervision of seamstress.</li> <li>• Stock control of linen and consumables to be done monthly.</li> <li>• Responsible for the overall housekeeping of the hospital.</li> <li>• Co-ordination of uniforms for the hospital.</li> <li>• Escalating queries to laundry service provide and following up on variances on linen received.</li> <li>• Condemning and scrapping of old and damaged linen as per process.</li> <li>• Responsible for maintaining a curtain cleaning schedule on a 3 monthly rotational basis, and also obtaining quotes and doing motivations.</li> </ul>	
<b>COMPETENCIES (The following will be advantageous)</b>	
<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"> <li>• Grade 12 qualification (Matric).</li> <li>• Must be computer literate.</li> <li>• 2-3 years in a management role in the relevant field.</li> <li>• Preferably have some knowledge and experience within a hospital environment.</li> <li>• Must be able to work under pressure, and unsupervised.</li> <li>• Able to maintain good relationship with other multi-disciplines.</li> <li>• Must have good communication skills.</li> <li>• The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.</li> </ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"> <li>• Excellent communication and listening skills.</li> <li>• Good organisation and time management skills</li> <li>• Decision-making and problem-solving skills</li> <li>• Compassion and the ability to empathise with patients.</li> <li>• An interest in patient health.</li> </ul>

<p><b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)</p>	<ul style="list-style-type: none"> <li>• Professionalism and initiative</li> <li>• Well-spoken and respectful</li> <li>• Must be able to adhere to all company rules and policies.</li> </ul>
<p><b>JMH VALUES</b> (Commitment)</p>	<ul style="list-style-type: none"> <li>• We respect the dignity of an individual.</li> <li>• We are committed to giving our doctors top quality service.</li> <li>• We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.</li> <li>• We are committed to providing our shareholders with a fair rate of return on their investment.</li> <li>• We will act in a responsible manner towards our physical and social environment.</li> </ul>

CV's together with supporting documents should be submitted to: [ascotrecruit@jmh.co.za](mailto:ascotrecruit@jmh.co.za)

**NB: Only short-listed candidates will be contacted.**

**POPIA CLAUSE – HR ADVERTS**

Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).

By applying to this advert, you consent to JMH (Pty) Ltd collecting and processing your personal information for the purpose of determining your eligibility for the advertised position.

If unsuccessful, your personal information is securely destroyed and is not retained by the company.

**Closing date for applications is 28 August 2023.**

**Yours faithfully  
Jenny Bux  
Group HR Manager**