

1. HOUSEKEEPING OFFICER

Job Summary:

Reporting to the Housekeeping Manager, the role holder is responsible for maintaining exceptional standards of cleanliness, overseeing daily housekeeping operations, and ensuring the safety and satisfaction of patients, staff, and visitors in line with hospital policies and prevailing regulations.

Job Description

- Maintain high cleaning standards by ensuring exceptional cleanliness in all serviced areas, setting a high standard for the housekeeping team, and participating in daily cleaning activities as necessary, leading by example.
- Oversee cleaning staff working across various areas, ensuring tasks are completed efficiently and effectively.
- Conduct manual performance appraisals for cleaning staff and provide constructive feedback and recommendations.
- Maintain and properly label all cleaning equipment and chemicals, ensuring they are stored safely and used correctly.
- Regularly check and maintain housekeeping equipment and furnishings to ensure they are in good working condition.
- Plan and coordinate daily work assignments for the housekeeping department to ensure all tasks are completed on time.
- Implement and monitor safety measures to ensure the well-being of patients, cleaning staff, and other personnel in the building.
- Consistently seek ways to improve cleaning timings and methods to enhance efficiency.
- Ensure all complaints related to housekeeping are addressed and resolved in a timely manner.
- Record and collate data related to cleaning activities and outcomes for reporting purposes.
- Be an active member of relevant committees, such as the housekeeping quality improvement team.
- Participate in key projects related to housekeeping, contributing to the development and implementation of improvement initiatives.
- Day-to-day operations and supervision of staff in the assigned work area fostering a cohesive and unified organizational culture.

- Facilitate implementation of the internal audit, risk management, QMS and other related work plans
- Perform any other duties as assigned from time to time to support the overall operation and objectives of the hospital.

Education/Qualification

- *Diploma in Hospitality management or related field from a recognized field*
- 5 years of proven experience in a hospitality role, or related field with a minimum of 3 years in a leadership or supervisory role.

How to apply:

Interested candidates who meet the above criteria should send their applications to recruit@tenwekhosp.org on or before **8th August, 2025** enclosing:

- Resume, Cover Letter & *Statement of Faith*

***What is a statement of faith?**

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with Tenwek Hospital. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.