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| **Employee Specification –** **Housekeeper / Laundry Assistant (Bank)** |  |

St Gemma’s is an equal opportunities employer and promotes the equality of access for all. St Gemma’s Bank Housekeeper/Laundry Assistants are required to follow the specific personnel policies supporting recruitment and selection.

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **EXPERIENCE**Customer servicesWorking within a caring environmentHousekeeping Laundry | √√ | √√ | Application form/InterviewApplication form/InterviewApplication form/InterviewApplication form/Interview |
| **KNOWLEDGE**COSHHInfection control  | √ | √ | Application form/InterviewApplication form/Interview |

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **QUALIFICATIONS/TRAINING**NVQ Level 1 HousekeepingNVQ Level 1 Laundry |  | √√ | Application formApplication form |
| **SKILLS/ABILITIES**OrganisationalGood interpersonalGood written and verbal communication To work within a teamTo work with minimal supervision | √√√√√ |  | Application form/InterviewApplication form/InterviewApplication form/InterviewApplication form/InterviewApplication form/Interview |
| **PERSONAL ATTRIBUTES**Flexibility with hoursReliableSmart appearance | √√√ |  | InterviewApplication form/InterviewInterview |

**July 2021**