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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 services  Working within a caring environment  Housekeeping  Laundry | √  √ | √  √ | Application form/Interview  Application form/Interview  Application form/Interview  Application form/Interview |
| **KNOWLEDGE**  COSHH  Infection control | √ | √ | Application form/Interview  Application form/Interview |

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **QUALIFICATIONS/TRAINING**  NVQ Level 1 Housekeeping  NVQ Level 1 Laundry |  | √  √ | Application form  Application form |
| **SKILLS/ABILITIES**  Organisational  Good interpersonal  Good written and verbal communication  To work within a team  To work with minimal supervision | √  √  √  √  √ |  | Application form/Interview  Application form/Interview  Application form/Interview  Application form/Interview  Application form/Interview |
| **PERSONAL ATTRIBUTES**  Flexibility with hours  Reliable  Smart appearance | √  √  √ |  | Interview  Application form/Interview  Interview |

**July 2021**