



Job Description **Porter**

DEPARTMENT:	Resident Services
TITLE:	Part-time Porter
RESPONSIBLE TO:	Resident Services Manager
HOURS OF WORK:	19.50 Hours per week
CONTRACT TYPE:	Specified Contract (Duration of secondment of post holder)

Job Summary:

Provision of porter related support to all departments within the Hospital.

Requirements:

Essential:

- Good Standard Education
- Team player
- Have excellent interpersonal and communication skills
- Good understanding of confidentiality
- Have fluent command and understanding of the English language to include spoken and written
- Flexibility to adapt to different roles, if required, within Resident Services to ensure effective and efficient service to LPH
- Willingness to engage in ongoing training/up skilling

Desirable:

- Have satisfactory relevant experience
- Computer skills
- Full clean drivers licence

General Accountability:

Working in conjunction with the person in charge of catering and other departments.

Particulars of Office:

The appointment is part-time 19.50 hours per week, for a specified purpose and pensionable.

Duties and Responsibilities:

- The porter will be responsible for distributing all meals and drinks from the kitchen to wards, Day Centre and the Clevis.
- Relieve receptionist for breaks and when required.
- Monday to Friday, empty Woodview and Kitchen bin, Saturday/Sunday bring outside bins to compactor.
- Deliver mail and any other items as requested by members of the Resident Services Team
- Check post box daily and post letters.
- To act as a bone fide carrier of medications in LPH ensuring their safe, effective and timely transport to wards.
- Check oxygen cylinders and flow meters. Change cylinders when required.
- Check all wards for soiled linen and deliver to laundry.
- Set up meeting rooms and Concert Hall as required
- Work minimum one weekend in three.
- Any other duties as requested by the Resident Service Manager

Confidentiality:

During the course of employment staff may have access to, or hear information of a confidential nature. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Hygiene:

During the course of employment staff members are required to ensure that the Hospitals' hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering and implementing optimal hand hygiene and adhering to the hospitals' hygiene processes. Hygiene is a fundamental component of Leopardstown Park Hospital quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infections.

Attire:

At all times staff will be suitably dressed and will use appropriate personal protection equipment as required.

Policies / Legislation:

All hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to familiarise

themselves with and comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care etc) and the hospitals' ethical code of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

Please note the following:

- The hospital board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire training periodically.
- Staff must attend mandatory (appropriate) training periodically.
- All accidents within the department must be reported immediately and an incident report form submitted to the appropriate officer.
- In line with the Safety, Health & Welfare at Work Act (2005), smoking is permitted at the discretion of management in designated areas only.
- All staff are advised to avail of preventative inoculations (e.g. Hep B, Flu Vaccine etc)
- The use of personal mobile phones during work is prohibited.

Health:

A candidate for and holding the office must complete a medical examination and be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of good health as would indicate a reasonable prospect of ability to attend regular and efficient service. Each employee is required to undergo a medical examination with the hospitals occupational health consultants to determine that they are fit and able for the post. Subsequent referrals may be made to occupational health consultants, if deemed warranted by hospital authorities.

Location of Substantive Post:

The location of the substantive post will be in Leopardstown Park Hospital, Foxrock, Dublin 18. Staff may be required to relocate to another healthcare facility within 40km of Leopardstown to facilitate training, up skilling or maximisation of utilisation of resources between agencies.

Hours of Duty/Attendance:

Employment will be on the basis of 19.50 hours per week and will be in accordance with the rosters determined by the hospital. Positive affirmation of attendance will be required by a mechanism determined by hospital authorities.

Sick Leave:

Payment of sick leave is at the discretion of management and will be in accordance with Department of Health (DoH)/ Health Service Executive (HSE) regulations. It is the responsibility of the employee to adhere to the protocols relating to notification of sick leave to their immediate line manager, return to work interviews etc.

Annual Leave:

Annual leave must be approved by management in advance. The hospital will endeavour to accommodate all annual leave requests having regard to the service needs of the hospital. The carry over of leave from one leave period to the next may be restricted and management approval is required. The annual leave attaching to this post is 23 days per annum (based on full time employment). Where employment is less than full time employment, annual leave will be calculated on a pro rata basis.

Remuneration:

Remuneration is in accordance with Department of Health/ Health Service Executive consolidated pay scales. These scales may be amended from time to time. The current salary scale attaching to this Craftsmen Grade post is €26,001 per annum rising to €31,830, an 11 point scale (based on full time employment). Where employment is less than full time employment, remuneration will be calculated on a pro rata basis.

Superannuation:

Provision is made for pensions, and where applicable is in accordance with either the Local Government Superannuation Scheme or the Single Public Service Pension Scheme.

Performance Review:

A system of regular performance review will be operated during employment with the hospital. Personal goals will be aligned to departmental goals and hospital strategy. Training and personal development needs will be considered annually.

Emergencies:

Employees will make themselves available in the event of an adverse incident occurring which may negatively impact on patient care. The hospital will use personal contact details of an employee to notify them of any such incident.

Probation:

A nine month probation period will apply to all employees. This period may be extended at the discretion of management. The person employed shall cease to be employed at the end of the probationary period, unless the hospital certifies that the probationary period had been satisfactorily discharged. The hospital may at any time during the probationary period, terminate the employment without reason.

Notice:

The minimum period of notice will be set out in the contract of employment

This job description will be subject to review in light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.

I agree that this job description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee Name: _____ Line Manager Name: _____

Employee Signature: _____ Manager's Signature: _____

Date: _____ Date: _____